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ABSTRACT

This manual describes information processing procedures for Museum Computer Network (MCN) systems. The first section contains general rules for preparation of input: conventions for all data; conventions for controlling the appearance of output; conventions for automatic sorting of data; conventions for user specified sorting of data; and conventions for self-defining structures. The second section consists of a list of tags recognized by the MCN. The definition and syntax rules for each tag are given along with an illustration of its use. Five pages appended at the end provide information on new data classes created since the printing of the manual. (CH)

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# MANUAL FOR MUSEUM COMPUTER NETWORK DATA PREPARATION

*FIRST SECTION:* MANUAL FOR DATA PREPARATION
*by David Vance*

*SECOND SECTION:* MUSEUM COMPUTER NETWORK TAG GLOSSARY
*compiled and edited by David Vance*
*composed by computer programs of the GRIPHOS System*

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## INTRODUCTION

This manual is in two sections. The first contains general rules for preparation of MCN input. It consists of this introduction and five chapters:

CONVENTIONS for ALL DATA

CONVENTIONS CONTROLLING the APPEARANCE of OUTPUT

CONVENTIONS CONTROLLING the SORTING of DATA (AUTOMATIC)

CONVENTIONS CONTROLLING the SORTING of DATA (USER SPECIFIED)

CONVENTIONS for SELF-DEFINING STRUCTURES

The second section consists of a list of "tags" recognized by the Museum Computer Network, giving the definition and syntax rules for each tag and illustrating the use of each.

# CHAPTER ONE: CONVENTIONS for ALL DATA

## I. Records

An MCN file consists of a series of "records," each of which is the description of one entity. The entity described may be

- an object
- a person or group
- a document
- a place
- an event
- a concept

The MCN has defined a separate series of tags for each of these types. Since each record describes something belonging to one of these types, tags for more than one type may not be mixed in the same record.

Entities described as objects include:

- works of art in all media
- other artifacts
- biological and geological specimens
- motion pictures (individual prints)
- living plants and animals

At present MCN tags for object description are numbers from the following series:

- (1 - 199)
- (600 - 799)
- (3000 - 3199)
- (3400 - 4199)

Entities described as persons, etc., include:

- individuals
- corporations
- schools, studios and workshops
- tribes and clans
- mythological and fictional beings

At present MCN tags for biographical records are numbers from the series:

- (200 - 399)

Entities described as documents include:

letters
documentary photographs
published and unpublished writings
publications, including serials
sound tapes and videotapes

At present MCN tags for document description include numbers from the series:

(400 - 599)
and all numbers with the prefix "M" or the prefix "R"

The distinction between objects and documents may, in some cases, be one of viewpoint. This is not true in all cases, however, for an "object" must be material, existing in only one place at a time. For example, a book, described as an object, is a specific volume or set, never an abstract entity.

Entities described as places are not movable. They include:

archeological sites and shipwrecks
historic buildings and monuments
habitats
scenes of historic events

At present MCN tags for place description include numbers from the series

(800 - 999)

No entities described as events have yet been recorded in this system. They are expected to include:

ceremonies
exhibitions
broadcasts

At present no tags have been specified for description of events or concepts.

The idea of a "concept" is not yet clearly defined. It is intended to encompass abstract artifacts of the mind, the development and history of which can be traced in literature or in pictures. Examples are the "-isms" of art history.

The series of examples given above are illustrative, not exclusive.

An entity which is the subject of a record may be single and indivisible or it may be multiple, as a set, a series or a collectivity, with or without separately described parts. The decision whether to describe a multiple entity collectively or in a series of separate records is left to the individual cataloguer. See also Chapter Five below.

A record consists of two or more "units" of information about the entity described, There is no limit to the number of units that may be included. The minimum record consists of unique identification and terminator. See II below.

## II. Units

A unit is one statement about the entity described or about an aspect or part of that entity. Each unit, by stating one fact about an entity classifies the entity, designating it a member of the class of all things of which the same statement has been made.

Records are retrieved and sorted on the basis of the many classes established by making the same statement about more than one thing.

Functionally units of information are of five kinds:

Unique Identification of the thing described, for example the accession number of a museum object or the name of a person. This unit must be different from any other unit in any MCN file anywhere. The unique identification is distinguished by a tag from the numerical series (66, 86, 806, 1000 - 2999).

Indexing descriptor. This is a unit in standard or "normalized" form designed to classify the thing described. It serves to index the data bank. Indexing descriptors are usually but not necessarily distinguished by even numbered tags.

Free text. These units contain information in uncontrolled form. Since the exact wording of such a unit is repeated in other records only by chance, free text is of little use in sorting, selective retrieval or other formal data manipulation. Its purpose in a data bank is to preserve and reproduce the exact form in which the collector of information wishes it to be reproduced or published.
Free text units are usually but not necessarily distinguished by odd numbered tags.

Controlled text. These units contain references, as to literature or to specific works of art, and consist of (or at least begin with) a set sequence of data elements in standard sequence and with standard punctuation, as "Author-Title-Date-Publisher," etc. Cf. syntax rules for tags 93, 95 and 99.

The record terminator, which simply marks the final end of each record. Its form is always the same, " 0==" (blank-zero-equal-equal). It contains no information. It may and must be used once and only once in every record. It is the only unit with a fixed position in the record, the ultimate position.

III. Unit Length

No unit may exceed 5000 characters in length, including all blanks and all parts of the unit. Of the 5000 permissible characters, no more than 200 may be in the final part, the "tag field."

IV. Unit Sequence

Generally the sequence in which units of information are entered is free. The record terminator, of course, is always last.

V. Unit Parts

A unit consists of one or more of the following parts (fields), in the order shown:

Part Identifier(s) and associated delimiters. This field is used in self-defining structures only. See Chapter Five below.

Textual Content. This field is required in all units except the record terminator, where it is not permitted. The textual content is often called the "value" by computer scientists.

Tag(s) and tag delimiters. Tags have elsewhere been called "annotators" and "annotation numbers." They are not invented or made up by users but selected from the MCN master list of tags, which is the second section of this manual. The tag field begins with a blank and ends with == (equal-equal). If several tags are used, they are separated by periods but no blanks. Thus the blank, the period and the double equal sign are tag delimiters.

Example 1

input: Matisse, Henri 70==
part identifier: omitted
textual content: Matisse, Henri
tag: 70
meaning: The object described is a work of art attributed to the artist Henri Matisse.

Example 2

input: Matisse, Henri 70.12==
or: Matisse, Henri 12.70==
tags: 12 and 70
meaning: The object described is a work of art attributed to the artist Henri Matisse and the museum received it as a gift, loan or bequest, from Henri Matisse.
note: The above entry is exactly equivalent to the two separate entries:

Matisse, Henri 70== and
Matisse, Henri 12==

Example 3

input: !!4!! Matisse, Henri 70==
part identifier & delimiters: !!4!!
textual content: Matisse, Henri
tag: 70
meaning: Part 4 of the object described is a work of art attributed to the artist Henri Matisse.

Note that in these examples the thing described is referred to as an "object," rather than an "entity." The fact that it is an object is conveyed by the use of tags from the object description series 1 - 199.

Example 4

input: 0==
part identifier: omitted
textual content: omitted
tag: 0
meaning: This is the end of a record.
note: No part identifier or textual content may be used with the zero tag. The zero tag may not be conjoined in series with other tags, since all the others must have some textual content.

## VI. Reserved and Forbidden Characters and Character Strings

A character string is a set sequence of two or more characters. Certain characters and character strings have special significance in the MCN information system and may not be used as text in any context where they may be interpreted as delimiters or other signals to the system. Of course, configurations that seldom if ever occur in normal text have been selected for such special use.

These special characters and strings are listed below but not, in every case illustrated. For you must know, dear reader, that this manual has been arranged by programs using many of the same conventions as MCN, so that any attempt to illustrate reserved strings is bound to end badly.

1. The "eight-nine punch." This is the only totally forbidden character, It has no printed form, is not present on any keybord and is impossible to generate by accident.

2. Double equal (==). Any use of this string will be interpreted as the end of a unit and the preceding word or number will be stored as a tag.

3. Double exclamation point (!!). At the beginning of a unit this string will be interproted as a part identifier delimiter and the following word(s) or number(s) will be stored as a part identifier. A subrecord may also be initiated.

4. Single exclamation point (!). This character has no special significance except within the part identifier field, where it may be interpreted as a delimiter. (See Chapter Five below.)

5. Double plus (++). This string has approximately the same effect as the double exclamation point. The difference is explained in Chapter Five below.

6. Plus sign (+). In a numerical date field a plus sign before the number indicates an A.D. date.

7. Double minus (cannot be illustrated here). If text preceding the double minus is not underlined, text following it will be underlined like this. If text preceding the double minus is underlined, text following it will not be underlined. See VIII below.

8. Minus sign (-). In numerical date fields a minus sign before the date indicates a B.C. date.

9. Double parenthesis ( () ). This delimiter is used (in pairs) to set off a segment of text to be ignored in certain logical operations. See XVII below.

10. Underscore (_). This character causes a text string to be searched and sorted as if inverted at the point of the underscore. See XVI below.

11. Triple slash (///).

    This
    character string
    is
    equivalent
    to
    a
    carriage return
    and
    causes
    text
    to
    be
    displayed
    in
    columnar
    form
    like this. See IX below.

12. Overstrike code (¢nn) or (@nn), where "n" is any diget 0 through 9. The overstrike code causes a diacritical mark (accent) or other mark (such as a slash (/)) to be printed in the same character position as the character following the code. See X below.

13. Shift codes (=<XXX>=), where =XXX" is a set sequence of three capital letters. The form =<>=, with no letters between the angle brackets, is also used as a shift code. See XVIII below.

14. The blank ( ). This "character" is used freely in text and is required at the end of textual content, before the tag field of a unit. It may not, however, be used within the part identifier field or within the tag field. See XI below.

15. Period (.). This character is used freely in text but within the tag field may be used only as a delimiter. See Example 2 above.

The following characters are reserved only when the upper case shift option is in use. Otherwise they may be used without resrtiction. See VII below.

16. Dollar sign ($).

17. Percent sign (cannot be illustrated here).

CHAPTER illustrated here).

CHAPTER TWO: CONVENTIONS CONTROLLING the APPEARANCE of OUTPUT

VII. Upper and Lower Case

These conventions are to be observed only under both the following conditions:

1. Text is to be recorded in upper and lower case.

and

2. Only upper case is available on the keyboard to be used.

The dollar sign is used as a shift key as follows:

One dollar sign before an alphabetic character shifts that character to upper case.

Example 1 input: $MATISSE, $HENRI
stored text: Matisse, Henri

Two dollar signs before a word shift the entire word to upper case.

Three dollar signs cause one dollar sign to be stored. They do not signal a shift of case.

It is impossible to illustrate the latter conventions here.

All characters not shifted are stored as lower case even though they were typed in upper case.

The GRIPHOS programs provide another set of conventions using the percent sign as a lower case shift. Use of these conventions is unnecessary and not recommended. It must be remembered, however, that, because of these conventions, three percent signs are needed to place one in storage. (It is impossible to illustrate this convention here.)

When text coded for upper and lower case is printed or otherwise displayed on a device without lower case characters, lower case letters will be shown as upper case.

VIII. Underlining

Computer programs can only read one character at a time. However, it is often necessary to produce two or even three different characters in the same position. This occurs, for example, when accent marks are used, when in certain languages a slash may be required through the letter "O" (Ø), or where text is to be underlined. This is accomplished by inserting special delimiters into the input text. See VI: 7 and 12 above and X below. When text using these conventions is searched or sorted these delimiters are ignored. When it is printed they do not appear but the required accents, underlining and overstrikes are printed - provided the necessary characters are present on the printing device used.

The technique for underlining cannot be illustrated here because the illustration would turn into underlined text. Two consecutive minus signs (the same as "dashes" or "hyphens") immediately precede the portion of text to be underlined. Underlining continues until another pair of minus signs is encountered.

When text to be underlined begins with a shift code or overstrike code (VI: 12, 13 and 16 and VII above and X below) the pair of minus signs precedes the shift code or overstrike code.

Punctuation at the end of underlined text will be underlined if it precedes the pair of minus signs ending the underline. It will not be underlined if it follows the pair of minus signs.

## IX. Columnar Format

It is sometimes desirable to require a carriage return at fixed points in recorded text. This may occur in the transcription of inscriptions or poetic quotations or when a series of expressions, such as photo negative numbers is to be displayed in a column.

The fixed carriage return is signaled by three consecutive slashes (///) where the carriage return is to take place.

Example 1

```
input: I never saw a purple cow///I never hope to
see one.
output: I never saw a purple cow
        I never hope to see one.
```

See also VI: 11 above.

## X. Overstrike Codes

When an accent or other special mark is to be printed in the same character position as a text character, a specified three-character code must be inserted before that character. See also VI: 12 and VIII above.

The overstrike code consists of "ɛ" or "ə" followed by two digits. The choice is allowed because some keyboards lack either the "ɛ" or "ə." In the following table only the digits are shown. If the entire overstrike code were illustrated here, only the overstike character would be printed. The overstrike characters themselves are illustrated to the extent possible on the printer used to produce this manual. Additional codes will be defined as they are needed.

(Non-programmers please disregard hex codes at right.)

| NUMERIC CODE | SYMBOL | NAME | PUNCH CODE | HEX CODE |
|---|---|---|---|---|
| 01 | ` | grave accent | ɛ - 0 9 8 3 | FB |
| 02 | ´ | acute accent | ɛ - 0 9 8 4 | FC |
| 03 | ^ | circumflex | ɛ - 9 8 2 | FA |
| 04 | ¨ | umlaut | ɛ - 0 9 8 5 | FD |
| 05 | ¸ | cedilla | - 0 9 8 2 | EA |
| 06 | ~ | tilde | ɛ - 0 9 8 6 | FE |
| 07 | \| | vertical slash | ɛ 8 7 | 4F |
| 08 | | unassigned | | |
| 09 | ° | angstrom | - 0 2 8 | AA |
| 10 | • | bullet | - 0 8 7 | BF |
| *11 | [ | left square bracket | - 0 8 5 | AD |
| *12 | { | left curly bracket | ɛ 0 8 3 | 8B |
| *13 | ] | right square bracket | ɛ - 0 8 5 | BD |

| | | | | |
|---|---|---|---|---|
| *14 | } | right curly bracket | 6 - 8 3 | 9B |
| 15 | / | diagonal slash | 0 1 | 61 |
| 16 | | superscript bar | | |
| 17 | | superscript period | | |
| 18 - 22 | | unassigned | | |
| 23 | | breve | | |
| 24 | | long dash | 6 - 0 8 7 | BF |
| 25 | | unassigned | | |
| 26 | | superscript breve | | |
| 27 | | superscript quote | | |

*These special brackets override parenthesis following the overstrike code.

## CHAPTER THREE: CONVENTIONS CONTROLLING the SORTING of DATA (AUTOMATIC)

Computers sort data by comparing the corresponding characters of each expression to be sorted, one character at a time, from left to right. Every "character," including even those we don't see because they have no printed form, has its own position in the sorting sequence. To the computer lower case letters are different characters from their upper case equivalents.

Since museums require data to be sorted differently, the MCN system provides that text undergo certain automatic transformations before it is sorted by computer. These transformations reduce the expressions to be sorted to a "canonical" form which, when sorted by computer, will come out in the same order as if a human being had sorted the original form of the text. The human would ignor the difference between upper and lower case, pay no attention to characters other than numbers, letters and blanks and assume all numbers to be right-justified. The canonical form, therefore, has letters all in one case, no punctuation and numerics expanded to a uniform length and right-justified. The canonical form is used only within the computer and the form of text printed or otherwise displayed is not affected except with respect to the blank character, see XI below. These automatic transformations are the subject of this chapter.

The sorting sequence used after text has been reduced to canonical form is the following:

1. the blank
2. the letters of the alphabet A through Z
3. the digits 0 through 9

### XI. The Blank Character

To a computer the blank is a character like any other. Moreover, it is the first character of those used in MCN canonical sorting. For this reason, the following automatic transformations with respect to blanks are necessary. The elimination of superfluous blanks is the only one of the automatic transformations that permanently alters the input text and thus affects the appearance of output.

1. Leading blanks (blanks before the first printed character) are permanently removed.

All examples in this section are enclosed in quotation marks to indicate presence or absence of leading and/or trailing blanks.

Example 1

input: "  Matisse, Henri 70=="
stored text: "Matisse, Henri"
tag: "70"

2. All trailing blanks (blanks following the last printed character of textual content) are permanently removed. This includes the single blank that is required separating textual content from the tag field: its function is finished once the unit has been read into the system.

Example 2

input: "Matisse, Henri  70=="
stored text: "Matisse, Henri"
tag: "70"

These automatic transformations make it unnecessary for the user to make corrections when leading or trailing blanks have been typed by mistake. However, there is no way for the system to correct inadvertent omission of the required blank between textual content and tag(s).

Example 3

input: "  Matisse, Henri70=="
stored text: "Matisse" (an error)
stored tag: "Henri70" (an error)

3. All series of consecutive blanks within the textual content are reduced to single blanks.

Example 4

input: "Matisse,  Henri 70=="
stored text: "Matisse, Henri"
tag: "70"

XII. Uniform Case

All alphabetic characters are automatically transformed to the same case for sorting purposes.

Example 1

input: Matisse, Henri 70==
stored text: Matisse, Henri
canonical text: matisse henri
printed output: Matisse, Henri

XIII. Special Characters

Characters other than blanks, letters and digits are removed from canonical text and do not participate in sorting. This is what became of the comma in XII, Example 1, above.

Example 1

input: O'Higgins, John B.
canonical text: ohiggins john b
printed output: O'Higgins, John B.

The only special characters that do not disappear from canonical text are the plus sign (+) and the minus sign (-) used before numerical dates. These characters have the special function of distinguishing A.D. dates, which sort as positive numbers, from B.C. dates, which sort as negative numbers.

XIV. Numbers

Many indexing descriptors contain or consist of numbers expressed in Arabic numerals. Such numerals do not sort properly unless they are right justified. To a limited extent, described below, the MCN system justifies Arabic numerals automatically. However, the user who wishes numeric data to be sorted properly must take the responsibility for normalizing all numbers prior to input.

At present there is no convenient mechanism for justifying numbers with more than six digits to the left of the decimal point.

It must be remembered that text to the left of a number will determine the sorting sequence, whatever the value of the number itself. Therefore numbers intended to control sorting must stand alone or at the beginning of a text string or must be preceded by an underscore character signifying text inversion (Cf. XVI. Text Inversion.).

Normalization of numbers requires that:

1. If any one of a series of numbers to be sorted together contains a decimal point, all must contain a decimal point and all must have the same number of digits to the right of the decimal point.

2. If commas are used at every third digit, this must be done uniformly in every number with four or more digits on either side of the decimal point.

3. If any of the numbers contains one or more digits to the left of the decimal point, all must contain at least one digit to the left of the decimal point - even if the digit is zero.

The system treats each uninterrupted sequence of from one to six Arabic numerals as a separate "word" and simply expands each word to a uniform length of six digits by inserting leading zeroes. A comma or decimal point constitutes an interruption and breaks the number into separate words, as shown in the following examples:

| | | |
|---|---|---|
| Example 1 | input: 1 | |
| | canonical text: 000001 | |
| Example 2 | input: 1. | |
| | canonical text: 000001 | |
| Example 3 | input: .1 | |
| | canonical text: 000001 | |
| Example 4 | input: 1.1 | |
| | canonical text: 000001 000001 | |
| Example 5 | input: 100 | |
| | canonical text: 000100 | |
| Example 6 | input: 1000 | |
| | canonical text: 001000 | |
| Example 7 | input: 1,000 | |
| | canonical text: 000001 000000 | |
| Example 8 | input: 1.000000 | |
| | canonical text: 000001 000000 | |
| Example 9 | input: 123456.123456 | |
| | canonical text: 123456 123456 | |
| Example 10 | input: 123,456.123,456 | |
| | canonical text: 000123 000456 000123 000456 | |

Note that the inputs illustrated, though correct in themselves, are not normalized with respect to each other. Therefore the resulting canonical texts, sorted together, would produce an incorrect sequence. However certain inputs (examples 1, 5, and 6 or examples 8 and 9) form short series that are normalized with respect to one another. Examination of the resulting canonical texts will show that each of these coherent series will be sorted correctly.

XV. <u>The Word "Saint"</u>

Many picture titles and place names begin with the word "Saint," abbreviated "St." Often it is incorrect usage to actually spell this word in full. Nevertheless it is customary to file and list "St." as "Saint." The problem is further complicated by the fact that "St." also means "Street." Fortunately the abbreviation for "Street" never begins a phrase but is always preceded by at least one other word. Therefore the following automatic transformations are performed <u>only</u> when the portion of text to be sorted begins with "St." or one of its variants.

When the first word of an expression to be sorted is one of those in column A below, the corresponding word from column B is substituted.

| COLUMN A | COLUMN B |
|---|---|
| St. | saint |
| ST. | saint |
| Ste. | sainte |
| STE. | sainte |
| Sts. | saints |
| STS. | saints |
| Stes. | saintes |
| STES. | saintes |

Example 1

input: St. Louis, Missouri 4==
stored text: St. Louis, Missouri
canonical text: saint louis missouri
printed output: St. Louis, Missouri

Example 2

input: Sault Ste. Marie, Michigan 4==
stored text: Sault Ste. Marie, Michigan
canonical text: sault ste marie michigan
printed output: Sault Ste. Marie, Michigan
note: The word "Ste." was not changed because it was not first.

Example 3

input: The _St. Louis Art Museum 102==
stored text: The St. Louis Art Museum
canonical text: saint louis art museum the

## CHAPTER FOUR: CONVENTIONS CONTROLLING the SORTING of DATA (USER SPECIFIED)

There is often a conflict between the way a museum wants data printed and the way it wants the same data sorted. Since the required transformations reflect the wishes of the individual museum rather than any universally accepted convention, the computer cannot know what is wanted without a clear signal from the user. This chapter is about the signals available to users and what they mean to the system.

### XVI. Inversion

It is normally assumed that text (including numbers) is sorted by comparing the first characters of the expressions to be sorted, then the second characters, and so on from left to right. The MCN user may specify that sorting commence from some point other than the beginning. He signals this by inserting an underscore (_) immediately before the character that is to be first in the canonical form of the text. This may be done only once in each unit. A second use of the underscore will be ignored. See also VI: 10 above.

Example 1

input: Study after 1'_Ecorché 30==
tag: 30
meaning: The object described is entitled Study after 1'Ecorché.
stored text: Study after 1'Ecorché
canonical text: ecorche study after 1
printed output: Study after 1'Ecorché

Example 2

input: The State of _Guerrero 78==
tag: 78
meaning: The object described originated in the State of Guerrero.
stored text: The State of Guerrero
canonical text: guerrero the state of
printed output: The State of Guerrero

### XVII. Ellipsis

Sometimes it is desirable that some portion of the expression to be sorted play no part whatsoever in the sorting process, even at the very end. This is signalled by inserting the delimiter() at the beginning of the portion to be ignored and again at its end. This may be done any number of times in the same unit and may be combined with inversion (See XVI above.) See also VI: 9 above.

Example 1 input: ()The() State of _Guerrero 78==
stored text: The State of Guerrero
canonical text: guerrero state of

Example 2 input: ()The() State ()of() _Guerrero 78==
stored text: The State of Guerrero
canonical text: guerrero state

Example 3 input: ()The State of() Guerrero 78==
stored text: The State of Guerrero
canonical text: guerrero

Example 4 input: Charles _Laughton ()(Capt. Bligh)() 3000==
tag: 3000
meaning: The object described is a print of a motion picture in which the actor Charles Laughton plays a rôle (Capt. Bligh).
stored text: Charles Laughton (Capt. Bligh)
canonical text: laughton charles

XVIII. Roman Numerals

->THIS FACILITY IS NOT IMPLEMENTED AT TIME OF PUBLICATION.

When Roman numerals are to participate as numbers in the sorting process, the Roman shift signal must be given. Its form is =<ROM>=. Following the numeral a return shift in the form =<>= must be given. See also VI: 13 above.

Example 1 input: Composition =<ROM>= VII =<>=. 30==
meaning: The object described is entitled "Composition VII."
stored text: Composition VII.
canonical text: composition 000007

## CHAPTER FIVE: CONVENTIONS for SELF-DEFINING STRUCTURES

Museums and other users of the MCN system must often keep records of structured entities, things with parts and sub-parts that must sometimes be described separately from the whole. A few typical examples are:

1. books and portfolios, in which individual plates, colophons, etc. are works of art in their own right

2. collections of biological specimens of the same species, collected at the same time and place

3. sets, as of table wares

4. sites, with various "squares," strata, buildings and features

5. altarpieces and mural cycles consisting of many works of art

6. buildings with wings, rooms, porches, etc., of interest in themselves

7. colonies of living plant or animal specimens

8. families, schools and workshops, when something is known of individual members

9. motion pictures represented in the collection by more than one print and, perhaps, more than one reel per print

The list might be extended indefinitely.

Recording such complex entities presents a number of difficulties. This is true whether computers are used or not.

The problems stem from three sources:

1. The ultimate user of museum materials may be interested in the whole, in any part or sub-part, or in any combination of parts. His interest is not determined by the same considerations that influence the museum in defining the structure but rather by certain characteristics of the recorded materials, characteristics that may be manifest only in certain parts. There is no way to foretell the user's interests.

2. What one museum catalogues as a single complex object may be recorded piecemeal elsewhere. Often the determining factor is the source - whether all parts were acquired through the same transaction. This is seldom of interest to the user.

3. More often than not it is impossible to catalogue all parts at once. The museum makes a single accession record for the lot at the time of acquisition. Only later can detailed descriptions of parts be prepared.

In this as in all things the MCN system amounts to computer simulation of what museums ordinarily do with file cards. The procedure described here may never have been implemented in its pure form but it is approximated wherever the problem of structured records has been met systematically. It is to prepare one card (or set of consecutive cards under the same inventory number) describing the whole. This card bears information that is true of the whole, usually including data about the acquisition transaction and a statement of the number of separate parts. The latter are not described in detail.

Later, when the acquisition is decribed more fully, a separate card (or set of cards) is inserted into the file behind the first. This card has the same inventory number as the first, usually with an added digit, such as ".1." It bears information that is true of the first numbered part but not of the whole acquisition. The same procedure is followed for the second and all subsequent parts.

It is impossible to predict what kinds of information will be in the main record and what kinds will be in the part records. If the object is a portfolio of etchings by one artist, the artist's name will figure in the main record. If it is a portfolio of etchings by miscellaneous artists, their names will be in part records. If all parts were made at the same time, the date of origin will be in the main record. Otherwise dates of origin will be found in part records. If the object is an altarpiece, overall dimensions may be given in the main record and dimensions of parts in part records; but if it is a set of dishes, there can be no overall dimensions. In the latter case dimensions will be found only in part records. This is part of what is meant by the term "self-defining."

When all the parts have been recorded, the <u>full</u> description of each part consists of the main record <u>plus</u> one of the part records. The full description of the whole consists of the main record plus <u>all</u> the part records.

In selective retrieval (retrieval of records according to their content) the MCN system will retrieve the whole (main record plus all parts) or the part (main record plus one part), whichever satisfies the selection criteria.

If an entity is so complex that sub-parts must be described, the procedure is analogous. Using cards, the card for each sub-part would be inserted behind the part to which it belongs. The sub-part records would contain information that is true of the sub-part but not of the part or the whole. The same procedure might be carried to any depth, producing a series of cards something like this:

| | |
|---|---|
| card 1 | main record (begins) |
| card 2 | main record (concluded) |
| card 3 | part 1 |
| card 4 | part 1, sub-part a |
| card 5 | part 1, sub-part b |
| card 6 | part 1, sub-part c |
| card 7 | part 2 |
| card 8 | part 3 (begins) |
| card 9 | part 3 (cont.) |
| card 10 | part 3 (concluded) |
| card 11 | part 3, sub-part a |
| card 12 | part 3, sub-part b |
| card 13 | part 3, sub-part b, sub-sub-part i |
| card 14 | part 3, sub-part b, sub-sub-part ii |
| card 15 | part 3, sub-part c |
| card 16 | part 4 |

The full description of the whole consists of all the information on the 16 cards. The full description of each part consists of:

| | |
|---|---|
| part 1 | cards 1, 2, 3, 4, 5, 6 |
| part 1, sub-part a | cards 1, 2, 3, 4 |
| part 1, sub-part b | cards 1, 2, 3, 5 |
| part 1, sub-part c | cards 1, 2, 3, 6 |
| part 2 | cards 1, 2, 7 |
| part 3 | cards 1, 2, 8, 9, 10, 11, 12, 13, 14, 15 |

| | |
|---|---|
| part 3, sub-part a | cards 1, 2, 8, 9, 10, 11 |
| part 3, sub-part b | cards 1, 2, 8, 9, 10, 12, 13, 14 |
| part 3, sub-part b, sub-sub-part i | cards 1, 2, 8, 9, 10, 12, 13 |
| part 3, sub-part b, sub-sub-part ii | cards 1, 2, 8, 9, 10, 12, 14 |
| part 3, sub-part c | cards 1, 2, 8, 9, 10, 15 |
| part 4 | cards 1, 2, 16 |

The MCN system works almost in the same way as these cards. As with the cards, the user may add or change data anywhere in the series of records and may insert records for additional parts and sub-parts whenever he finds it necessary. In particular, he may start the record with the main entry alone and add to it later.

The only difference is a trivial one. Since the size of a card is fixed, it may be necessary to use more than one card per part, viz. cards 1 and 2 or cards 8, 9 and 10 above. In the MCN system this is unnecessary because records may be of any length.

MCN self-defining structures are described in arboreal nomenclature. The structure is called a TREE. The series fully describing each part or sub-part is called a BRANCH. The main record is called the ROOT. Every record at the end of a branch (with no parts of its own) is called a LEAF. Lest this become too neat, there is just one term not of sylvan derivation: each individual record in the structure is called a NODE, Thus we may speak of the "leaf node" or the "root node."

The system is able to retrieve the whole tree or any branch or set of branches to satisfy the requirements of the moment. Thus it makes no difference to the ultimate user whether material he needs has been catalogued in a structure or independently. (Except that some relationships may not be expressed when inherently structured materials are described as sets of independent things.)

## XIX. The Part Identifier

All that is necessary to build a self-defining structure is to label each unit with the name of the part it describes. This is the function of the part identifier field of the unit. Units with no part identifier automatically go to the root node (main record).

It is not even necessary to know, when the main record is made, whether it will remain a simple record or later become the root node of a tree structure, In other words, every simple record is potentially a root node.

The part identifier comes at the very beginning of the unit and is set off by the delimiters !!...!!.

Example 1

input: !!3!! +1874 82==
part identifier: 3
textual content: +1874
tag: 82
meaning: Part 3 originated no earlier than 1874 A.D.

When this unit enters the system it will be placed in the node named "3." If a node by this name does not exist in the record, it will be started, with this unit as its first entry. This is part of what is meant by "self-defining."

There is no requirement that nodes be numbered. The name of a node may be any character or string of characters(to a maximum length of seven) not including the plus sign (+) or the exclamation point (!). See VI above.

Example 2

input: !!UPRT!! Heavily restored 63==
part identifier: UPRT
textual content: Heavily restored
tag: 63
meaning: Part "UPRT" is in heavily restored condition, (This might refer to the upper right panel.)

To describe a sub-part it is necessary to use two part identifiers, one for each level of the structure. They must be listed strictly in order from the level next to the root node to the level where the unit is to be stored. They must be separated by single exclamation points.

Example 3

input: !!BACK!UPRT!! S12345 61==
part identifiers: BACK and UPRT
textual content: S12345
tag: 61
meaning: A photographic negative representing sub-part UPRT of part BACK is number S12345. (This might refer to the upper right panel of the painting cycle on the reverse side of an altarpiece.)

This unit will be placed in the node named UPRT under the node named BACK. If a node by this name does not exist under BACK, it will be started with this its first entry. This will be done even if a node named UPRT exists elsewhere in the structure, say under FRONT. If BACK does not exist, it too will be started; but it will remain empty until a unit with this part identifier is encountered.

This procedure may be extended to any level.

Example 4 input: !!XII!C!25!aa!xiv!! +1874 82==

The significance of this is obvious by analogy with the foregoing examples.

More than one part identifier may be attached to a unit. This causes the unit to be duplicated and entered into more than one node.

Example 5 input: !!UPRT!!!!BACK!! +1874 82==
meaning: The parts named UPRT and BACK both originated no earlier than 1874A.D.

This differs significantly from example 3, which referred to parts with the same names. Example 3, however designated only one node, UPRT, which was to be found below another, BACK. Example 5 designates two nodes, UPRT and BACK respectively, both of which must be directly below the root node.

Example 6 input: !!4!!!!5!a!!!!5!d!! 17" diam. 51==
meaning: The following are 17 inches in diameter: part 4, sub-part a of part 5 and sub-part d of part 5.

It will have been observed before now that part identifiers can be rather cumbersome to use. For this reason the MCN system provides a shorthand. It requires, however, that units describing the same part(s) be grouped at the time of entry.

If the double plus (++) is substituted for the double exclamation point (!!), then all subsequent units of information entered without part identifiers will be placed in the same node(s) as the unit containing the double plus. This overrides the normal rule that units without a part identifier go to the root node.

Once started this automatic propagation of the part identifier field will continue until stopped in one of three ways:

1. A unit with a part identifier field is encountered.
2. Four consecutive plus signs (++++) in the part identifier field terminate propagation and consign the unit in which they occur to the root node.
3. The end of record ( 0==) is reached.

AFTERWORD

This manual, originally prepared between the months of March and June, 1974, is intended to be expanded, revised and reissued as needed. Future changes and additions will reflect improvements and extensions of the system described. Other changes will affect corrections and clarifications of the content.

Users and other readers are urgently requested to communicate suggestions for improvement to The Museum Computer Network. This request is directed especially to readers who find any part(s) unclear, ambiguous or incomplete.

## INTRODUCTION TO THE SECOND SECTION

The second section consists of this introduction followed by a list of all data classes (or data "categories" or "annotation classes") registered with the Network to date of publication. These classes are actually listed twice, first in the form of a subject index and second in tag number sequence with full descriptive information.

No data class has been assigned in anticipation of need. Each one has been requested for use in some planned data base. Some may never have been put to use in spite of having been requested and defined; but once published a data class is never deleted from the list. Well, almost never. When an institution wishes to record data of a kind not yet registered, it should supply the Network with a clear definition and a few examples of typical content. This can often be arranged by telephone. The new class will appear in all subsequent listings.

This section is designed for reference and he who tries to read it through will be sorry. It is highly repetitive since the reader of one item can't be assumed to have already read another.

The complete listing presented here is expected to be useful in the planning stages of a cataloguing project, when data collection forms are being designed and working methods established. It is too cumbersome for efficient use as a handbook by those transcribing data, who will be interested in only one or two dozen of the hundreds of registered data classes. When the data classes of interest have been selected, it is recommended that a selective list be created either by clipping or xeroxing items from this manual and arranging them in convenient order or by requesting of the MCN a selective printing of certain items in the sequence desired.

Insofar as possible the list that follows gives the following information for each registered data class:

- -tag
- -context
- -approximate date of registration
- -data class name
- -definition
- -syntax rules
- -examples of content
- -remarks
- -a list of related data classes
- -a list of narrower data classes,

and

- -a list of broader data classes.

TAG: A number arbitrarily assigned to uniquely identify the data class in any set of MCN records. Tag numbers have no significance of their own. In general even numbers have been assigned to "indexing descriptors" and odd numbers to "free text" but the rule is not rigid nor is it built into any computer program.

CONTEXT: The kind of entity the data class describes. Tags with different context designations (except the designation "all") should not be mixed in a single record. Sometimes a parenthetical expression follows the context designation, e.g. SITE (STRUCTURE) or OBJECT (FILM). These expressions have been appended only to facilitate use of the index on the following pages. Data classes with different expressions appended to their context designations may be mixed with each other and with those to which nothing has been appended - so long as the main context designation is the same (or "All").

The designation "All" marks a data class that may logically be used in any record, in combination with any other context designation.

DATE of REGISTRATION is self explanatory.

DATA CLASS NAME: A name by which the data class is known. These names have been extensively revised from earlier publications. There has been no intentional change of meaning but the form has been altered as necessary to produce a coherent subject index to the glossary. The names have no inherent significance but are useful in locating data class descriptions by their meaning.

DEFINITION: A verbal paraphrase of the tag's meaning, supplied by or developed in consultation with the user who originally registered the tag. Definitions are sometimes reworded, refined or even changed slightly in substance to conform to later use requirements. Changes are never made without determination that all users of the data class accept the revised definition and that no existing data will be rendered obsolete by the change.

SYNTAX RULES are generally those given in the first section for indexing descriptors and free text, respectively. Exceptions are certain data classes, usually with numeric content, where a set format is essential for statistical or similar potential operations.

EXAMPLES: Input strings which might be found as textual content of the data class. Except where a rigidly defined syntax is illustrated, it cannot be stated too stongly that THE EXAMPLES GIVEN ARE NOT RECOMMENDATIONS AS TO WHAT OUGHT TO BE RECORDED! They are intended rather to give an idea of the range and variety of content that might be appropriate and to illustrate the rules of syntax. Where possible real data have been used as examples. Those that have been invented may be humorous or even illustrative of what the author might consider poor cataloguing. Examples have been omitted where they would add nothing and also where real examples are unavailable and it is felt invented ones might be misleading.

> For technical reasons it is impossible to illustrate the delimiter () in the pages that follow, although, as you can see, it is possible here. However this delimiter is essential to a number of illustrations. Therefore, please read () for ( ) throughout.
>
> Sorry about that.

REMARKS: Amplification of the data class's meaning, answering anticipated questions and drawing attention to consequences of possible misuse.

RELATED DATA CLASSES: A list of tag numbers of data classes the use and content of which should be considered while textual content of the present data class is formulated.

NARROWER TERMS: A list of tag numbers of data classes so defined that their content, if present, entails the content of the data class described. Thus data class 50 (Description (material)) is a narrower term with respect to data class 48 (Description (material, instrument, technique)). If the unit "Cherry wood 50==" is present, the sense of the unit "Cherry wood 48==" is entailed, whether the latter unit be present or not.

BROADER TERMS: A list of tag numbers of data classes so defined that some part of their content is entailed by the content of the data class described. Thus data class 48 is a broader term with respect to data class 50. When broader terms are shown it is strongly recommended that the tag of the broader term be conjoined to the tag of the narrower term. Specifically it is recommended that such a unit as "Cherry wood 50==" be expressed rather as "Cherry wood 50.48==". Cf. the First Section, Chapter One, V.

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Accession number | Accession number of the Metropolitan Museum of Art | 86 |
| Accession number | Accession number of The Museum of Modern Art | 56 |
| Accession number | Accession number of the Museum of the American Indian / Heye Foundation. | 1000 |
| Accession number | Arkansas Archeological Survey site number | 806 |
| Accession number | Arkansas Archeological Survey specimen inventory number | 1005 |
| Accession number | Assigned but not in use. | 1007 |
| Accession number | Assigned but not in use. | 1006 |
| Accession number | Assigned but not in use. | 1001 |
| Accession number | Assigned but not in use. | 1015 |
| Accession number | Assigned but not in use. | 1018 |
| Accession number | (discontinued) | 6 |
| Accession number | Indianapolis Museum of Art accession number | 1010 |
| Accession number | International Museum of Photography at George Eastman House accession number | 1013 |
| Accession number | Kentucky Museum accession number | 1014 |
| Accession number | Maine State Museum accession number | 1017 |
| Accession number | National Gallery of Art accession number | 1002 |
| Accession number | New York State Parks & Recreation, Division of Historic Preservation site number | 1021 |
| Accession number | State University of New York at Stony Brook Library Collection of Exhibition Catalogues inventory number | 1019 |
| Accession number | The Museum of Modern Art, Department of Film accession number | 1003 |
| Accession number | The Museum of Modern Art, Mies van der Rohe Archive accession number for documents | 1012 |
| Accession number | The Museum of Modern Art, Mies van der Rohe Archive accession number for drawings | 1011 |
| Accession number | University of Arkansas Museum Photograph and Slide Collection Inventory Number | 1020 |
| Accession number | University of Windsor site inventory number | 1004 |
| Accession number | Yale Center for British Art and British Studies accession number | 1016 |
| All | Record terminator | 0 |
| All | Recorded (date) | 119 |
| All | Recorder | 118 |
| All | Status of record | 100 |
| Biography | Area | 210 |
| Biography | Birth and death (display) | 213 |
| Biography | Birth (year (earliest possible)) | 212 |
| Biography | Collection in which represented | 242 |
| Biography | Death and birth (display) | 213 |
| Biography | Death (year (latest possible)) | 214 |
| Biography | Name | 202 |
| Biography | Name (variant) | 204 |
| Biography | Nationality | 208 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Biography | Pay scale | 302 |
| Biography | Relative as worker | 299 |
| Biography | Source reference | 294 |
| Biography | Specification of product | 240 |
| Biography | Summary | 205 |
| Biography | Type of work | 300 |
| Biography | Work interval | 220 |
| Biography | Work interval (began) | 216 |
| Biography | Work interval (ended) | 218 |
| Document | Action taken | 487 |
| Document | Association | 494 |
| Document | Author | 470 |
| Document | Author (secondary) | 472 |
| Document | Authorship (remarks) | 473 |
| Document | Cataloguing institution | 402 |
| Document | Destination | 486 |
| Document | Edition (remarks) | 475 |
| Document | Editor | 474 |
| Document | History (time of origin) | 483 |
| Document | History (year of origin (earliest possible)) | 482 |
| Document | History (year of origin (latest possible) | 484 |
| Document | Language | 454 |
| Document | Measurments and counters (user defined) | 550 - 560 |
| Document | Mode of transmission | 452 |
| Document | Provenience (country of origin) | 476 |
| Document | Provenience (physical geography) | 478 |
| Document | Publication (date for display) | 583 |
| Document | Publication (place) | 578 |
| Document | Publication (publisher) | 574 |
| Document | Publication (year (earliest possible)) | 582 |
| Document | Publication (year (latest possible)) | 584 |
| Document | Recipient (intended) | 466 |
| Document | Recipient (interceptor) | 468 |
| Document | Record classifier (private) | 411 |
| Document | Reference (bibliography/documentation) | 495 |
| Document | Reference (related document) | 499 |
| Document | Restriction(s) (legal) | 407 |
| Document | Signatory/issuing authority (other than author) | 570 |
| Document | Significance | 489 |
| Document | Significance (associated patterned activity/"tracing") | 488 |
| Document | Subject description | 443 |
| Document | Subject (generic) | 440 |
| Document | Subject (proper) | 438 |
| Document | Subject (proper (organization)) | 540 |
| Document | Subject (proper (person)) | 538 |
| Document | Subject (proper (project)) | 530 |
| Document | Subject (proper (remarks)) | 439 |
| Document | Title | 430 |
| Document | Title (alternate) | 433 |
| Document | Type | 436 |
| Document (exemplar) | Acquisition | 403 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Document (exemplar) | Acquisition (benefactor) | 412 |
| Document (exemplar) | Acquisition (vendor) | 414 |
| Document (exemplar) | Administrative category (primary) | 532 |
| Document (exemplar) | Condition | 463 |
| Document (exemplar) | Description (nature of reproduction) | 447 |
| Document (exemplar) | Description (technique of fabrication) | 446 |
| Document (exemplar) | History (ex-collection) | 490 |
| Document (exemplar) | History of ownership | 491 |
| Document (exemplar) | Insurance value | 504 |
| Document (exemplar) | Location | 462 |
| Document (exemplar) | Other identification number | 406 |
| Document (exemplar) | Owner other than cataloguing institution | 502 |
| Document (exemplar) | Size of lot | 536 |
| Object | Acquisition | 3 |
| Object | Acquisition (benefactor) | 12 |
| Object | Acquisition (benefactor (confidential)) | 112 |
| Object | Acquisition (benefactor (remarks)) | 13 |
| Object | Acquisition (credit line) | 5 |
| Object | Acquisition (homage) | 105 |
| Object | Acquisition (number of items in the lot) | 137 |
| Object | Acquisition (purchase authorization number) | 103 |
| Object | Acquisition (vendor) | 14 |
| Object | Acquisition (vendor (confidential)) | 114 |
| Object | Acquisition (vendor (remarks)) | 15 |
| Object | Acquisition (year) | 22 |
| Object | Administrative category (department) | 8 |
| Object | Administrative category (primary) | 36 |
| Object | Administrative category (primary (acronym)) | 110 |
| Object | Administrative category (secondary) | 132 |
| Object | Administrative category (status in collection) | 10 |
| Object | Attribution (anonymous artist's name) | 170 |
| Object | Attribution (artist/maker) | 70 |
| Object | Attribution (authority) | 71 |
| Object | Attribution (classification) | 172 |
| Object | Attribution (other artist/maker) | 72 |
| Object | Attribution (technician/artisan) | 74 |
| Object | Cataloguing institution | 2 |
| Object | Cataloguing institution (remarks) | 1 |
| Object | Collection location | 4 |
| Object | Condition | 63 |
| Object | Confidential information | 9 |
| Object | Credit (direction (assistant director (film))) | 72 |
| Object | Credit (director (film)) | 70 |
| Object | Credit (producer (film)) | 74 |
| Object | Cultural classification (evidence for) | 181 |
| Object | Cultural classification (technical) | 180 |
| Object | Description (color) | 148 |
| Object | Description (construction or manufacture) | 35 |
| Object | Description (decorative motif) | 42 |
| Object | Description (feature of an object) | 142 |
| Object | Description (material) | 50 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Object | Description (material, instrument, technique) | 48 |
| Object | Description (medium) | 47 |
| Object | Description (number of parts) | 136 |
| Object | Description (of paper) | 49 |
| Object | Description (shape) | 146 |
| Object | Description (style) | 64 |
| Object | Description (style (remarks)) | 65 |
| Object | Description (technique of fabrication) | 46 |
| Object | Developmental stage | 182 |
| Object | Developmental stage (evidence for) | 183 |
| Object | Disposition | 27 |
| Object | Disposition (purchaser) | 24 |
| Object | Edition/production (remarks)) | 75 |
| Object | Excavator or collector | 18 |
| Object | Excavator or collector (remarks) | 19 |
| Object | Expedition | 16 |
| Object | Expedition (remarks) | 17 |
| Object | Expedition (season) | 20 |
| Object | Frame, mount, pedestal | 59 |
| Object | History (association) | 94 |
| Object | History (collector's mark) | 56 |
| Object | History (commissioner) | 92 |
| Object | History (date of origin) | 83 |
| Object | History (date of origin (remarks)) | 85 |
| Object | History (ex-collection) | 90 |
| Object | History (ex-collection (confidential)) | 190 |
| Object | History (exhibition) | 93 |
| Object | History of ownership | 91 |
| Object | History of ownership (confidential) | 191 |
| Object | History (period/culture) | 80 |
| Object | History (period/culture (remarks)) | 81 |
| Object | History (prize/award) | 96 |
| Object | History (prize/award (remarks)) | 97 |
| Object | History (year of origin (earliest possible)) | 82 |
| Object | History (year of origin (latest possible)) | 84 |
| Object | Inscription (element of) | 58 |
| Object | Inscription(s) (collector's mark) | 56 |
| Object | Inscription(s) (primary) | 55 |
| Object | Inscription(s) (secondary/extended) | 57 |
| Object | Insurance value | 104 |
| Object | Location | 62 |
| Object | Measurements and weight | 51 |
| Object | Measurements and weight (extended detail) | 53 |
| Object | Measurements (user defined) | 150 - 160 |
| Object | Measurements (weight in grams) | 52 |
| Object | Old loan number | 26 |
| Object | Other identification number | 106 |
| Object | Owner other than the cataloguing institution | 102 |
| Object | Owner other than the cataloguing institution (remarks) | 101 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Object | Provenience (city, town, township of origin) | 166 |
| Object | Provenience (country) | 76 |
| Object | Provenience (county or district of origin) | 164 |
| Object | Provenience (Global Reference Code) | 184 |
| Object | Provenience (intra-site) | 178 |
| Object | Provenience (physical geography) | 78 |
| Object | Provenience (remarks) | 79 |
| Object | Provenience (site name) | 168 |
| Object | Provenience (site number) | 176 |
| Object | Provenience (state or province of origin) | 162 |
| Object | Reference (bibliography/documentation) | 95 |
| Object | Reference (jacket or other museum file) | 98 |
| Object | Reference (photo neg(s).) | 61 |
| Object | Reference (photo neg. (searchable)) | 60 |
| Object | Reference (related work) | 99 |
| Object | Reference (reproduction other than photo source) | 161 |
| Object | Restriction(s) (legal) | 7 |
| Object | Restriction(s) (physical) | 107 |
| Object | Restriction(s) (self-imposed) | 11 |
| Object | Significance | 89 |
| Object | Significance (associated patterned activity/"Tracing") | 88 |
| Object | Significance (association) | 94 |
| Object | Subject description | 43 |
| Object | Subject (generic) | 40 |
| Object | Subject (generic (remarks)) | 41 |
| Object | Subject (proper name) | 38 |
| Object | Subject (proper (remarks)) | 39 |
| Object | Subject (storage sequence code) | 120 |
| Object | Subject (text illustrated) | 44 |
| Object | Subject (text illustrated/associated (language)) | 54 |
| Object | Subject (text illustrated (author)) | 34 |
| Object | Subject (text illustrated (remarks)) | 135 |
| Object | Title | 30 |
| Object | Title (alternate) | 33 |
| Object | Type | 68 |
| Object | Type (authority) | 69 |
| Object | Type (functional) | 32 |
| Object (arch. dwg.) | Detail | 4006 |
| Object (arch. dwg.) | State | 4004 |
| Object (arch. dwg.) | Type | 4002 |
| Object (arch. dwg.) | Type (remarks) | 4003 |
| Object (biology) | 01 Phylum (division) | 608 |
| Object (biology) | 02 Authority for phylum (division) assignment | 609 |
| Object (biology) | 03 Subphylum | 610 |
| Object (biology) | 04 Authority for subphylum assignment | 611 |
| Object (biology) | 05 Superclass | 612 |
| Object (biology) | 06 Authority for superclass assignment | 613 |
| Object (biology) | 07 Class | 614 |
| Object (biology) | 08 Authority for class assignment | 615 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Object (biology) | 09 Subclass | 616 |
| Object (biology) | 10 Authority for subclass assignment | 617 |
| Object (biology) | 11 Infraclass | 618 |
| Object (biology) | 12 Authority for infraclass assignment | 619 |
| Object (biology) | 13 Cohort | 620 |
| Object (biology) | 14 Authority for cohort assignment | 621 |
| Object (biology) | 15 Superorder | 622 |
| Object (biology) | 16 Authority for superorder assignment | 623 |
| Object (biology) | 17 Order | 624 |
| Object (biology) | 18 Authority for order assignment | 625 |
| Object (biology) | 19 Suborder | 626 |
| Object (biology) | 20 Authority for suborder assignment | 627 |
| Object (biology) | 21 Infraorder | 628 |
| Object (biology) | 22 Authority for infraorder assignment | 629 |
| Object (biology) | 23 Superfamily | 630 |
| Object (biology) | 24 Authority for superfamily assignment | 631 |
| Object (biology) | 25 Family | 632 |
| Object (biology) | 26 Authority for family assignment | 633 |
| Object (biology) | 27 Subfamily | 634 |
| Object (biology) | 28 Authority for subfamily assignment | 635 |
| Object (biology) | 29 Tribe | 636 |
| Object (biology) | 30 Authority for tribe assignment | 637 |
| Object (biology) | 31 Subtribe | 638 |
| Object (biology) | 32 Authority for subtribe assignment | 639 |
| Object (biology) | 33 Genus | 640 |
| Object (biology) | 34 Authority for genus assignment | 641 |
| Object (biology) | 35 Subgenus (section) | 642 |
| Object (biology) | 36 Authority for subgenus (section) assignment | 643 |
| Object (biology) | 37 Species | 644 |
| Object (biology) | 38 Authority for specific assignment | 645 |
| Object (biology) | 39 Intraspecific name | 646 |
| Object (biology) | 40 Authority for intraspecific name | 647 |
| Object (biology) | 41 Intraspecific rank | 648 |
| Object (biology) | 42 Intraspecific rank (remarks) | 649 |
| Object (biology) | Age at death (earliest possible) | 690 |
| Object (biology) | Age at death (latest possible) | 692 |
| Object (biology) | Anatomical position | 688 |
| Object (biology) | Skeletal element | 684 |
| Object (ceramic) | Gilder | 3470 |
| Object (ceramic) | Gilder (remarks) | 3471 |
| Object (ceramic) | Painter (of a ceramic piece) | 3472 |
| Object (ceramic) | Painter (of a ceramic piece (remarks)) | 3473 |
| Object (conservation) | Condition photograph | 3660 |
| Object (conservation) | Priority status for conservation | 3600 |
| Object (conservation) | Reference (object) | 3699 |
| Object (conservation) | State of preservation | 3610 |
| Object (conservation) | Treatment and date | 3682 |
| Object (conservation) | X-ray | 3660 |
| Object (film) | Attribution (artist/maker) | 70 |
| Object (film) | Attribution (other artist/maker) | 72 |
| Object (film) | Attribution (technician/artisan) | 74 |
| Object (film) | Credit (Associate Producer) | 174 |
| Object (film) | Credit (authorship (adaptor)) | 3038 |
| Object (film) | Credit (authorship (dialogue writer)) | 3032 |
| Object (film) | Credit (authorship (lyric writer)) | 3084 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Object (film) | Credit (authorship (screen writer)) | 3030 |
| Object (film) | Credit (authorship (story writer)) | 3036 |
| Object (film) | Credit (authorship (subtitle writer)) | 3034 |
| Object (film) | Credit (cast (list)) | 3001 |
| Object (film) | Credit (cast (music performer)) | 3086 |
| Object (film) | Credit (cast/rôle) | 3000 |
| Object (film) | Credit (direction (art director)) | 3050 |
| Object (film) | Credit (direction (assistant director (film))) | 72 |
| Object (film) | Credit (direction (choreographer)) | 3090 |
| Object (film) | Credit (direction (music director)) | 3180 |
| Object (film) | Credit (direction (unit director)) | 3020 |
| Object (film) | Credit (director (film)) | 70 |
| Object (film) | Credit (distributor) | 3024 |
| Object (film) | Credit (miscellaneous) | 3098 |
| Object (film) | Credit (music (arranger)) | 3080 |
| Object (film) | Credit (music (choreographer)) | 3090 |
| Object (film) | Credit (music (composer)) | 3082 |
| Object (film) | Credit (music (conductor)) | 3088 |
| Object (film) | Credit (music director) | 3180 |
| Object (film) | Credit (music (lyric writer)) | 3084 |
| Object (film) | Credit (music (performer)) | 3086 |
| Object (film) | Credit (producer (film)) | 74 |
| Object (film) | Credit (production (animator)) | 3062 |
| Object (film) | Credit (production (art director)) | 3050 |
| Object (film) | Credit (production (assistant art director)) | 3150 |
| Object (film) | Credit (production (assistant film editor)) | 3160 |
| Object (film) | Credit (production (color consultant)) | 3042 |
| Object (film) | Credit (production designer) | 3054 |
| Object (film) | Credit (production (film editor)) | 3060 |
| Object (film) | Credit (production (photography (assistant photographer))) | 3140 |
| Object (film) | Credit (production (photography by:)) | 3040 |
| Object (film) | Credit (production (set designer)) | 3052 |
| Object (film) | Credit (production (special effects by:)) | 3044 |
| Object (film) | Credit (production (wardrobe)) | 3056 |
| Object (film) | Credit (sponsor) | 3026 |
| Object (film) | Credit (with cooperation of:) | 3028 |
| Object (film) | Music (remarks) | 3081 |
| Object (film) | Music (song title) | 3184 |
| Object (film) | Source type | 3096 |
| Object (film) | Title (on the cataloged print) | 3010 |
| Object (film) | Title ("source title") | 134 |
| Object (film) | Title (storage) | 3110 |
| Object (geol.) | Dana System number | 3856 |
| Object (geol.) | Series | 3804 |
| Object (geol.) | Stage | 3806 |
| Object (geol.) | System | 3802 |
| Site | Cataloguing institution | 802 |
| Site | Collection or excavation | 839 |
| Site | Condition of site | 863 |
| Site | Cultural Resource status | 914 |
| Site | Date of survey | 820 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Site | Date of visit to site | 828 |
| Site | Description (deposit) | 836 |
| Site | Description (deposit (thickness)) | 837 |
| Site | Description (direction of exposure) | 822 |
| Site | Description (elevation) | 824 |
| Site | Description (evidence) | 862 |
| Site | Description (general) | 835 |
| Site | Description (landform) | 814 |
| Site | Description (size) | 833 |
| Site | Description (surroundings) | 864 |
| Site | Description (vegetation) | 834 |
| Site | Feature(s) | 876 |
| Site | Historical documentation of site | 821 |
| Site | Local attitudes to site. | 877 |
| Site | Location (city, town, township, post office) | 866 |
| Site | Location (county) | 808 |
| Site | Location (drainage) | 810 |
| Site | Location (Global Reference Code) | 884 |
| Site | Location (latitude and longitude) | 800 |
| Site | Location (map reference) | 809 |
| Site | Location (township/range/section) | 812 |
| Site | Location (travel instructions) | 813 |
| Site | Location (U.S.G.S. coordinate (east)) | 894 |
| Site | Location (U.S.G.S. coordinate (north)) | 896 |
| Site | Location (U.S.G.S. series/quad) | 826 |
| Site | Location (UTM coordinates) | 890 |
| Site | Location ("village") | 868 |
| Site | Measurements and counters (user defined) | 950 - 960 |
| Site | National Register classification category | 916 |
| Site | Occupation (cultural classification) | 840 |
| Site | Occupation (cultural classification (authority)) | 841 |
| Site | Occupation (date (earliest possible)) | 844 |
| Site | Occupation (date (latest possible)) | 846 |
| Site | Occupation (dates (authority)) | 847 |
| Site | Occupation (dates (display)) | 845 |
| Site | Occupation (dates (remarks)) | 849 |
| Site | Occupation (developmental stage) | 842 |
| Site | Occupation (developmental stage (authority)) | 843 |
| Site | Occupation (original use) | 838 |
| Site | Occupation (present use) | 850 |
| Site | Ownership (public vs. private) | 848 |
| Site | Present occupant | 904 |
| Site | Present occupant's address | 905 |
| Site | Present owner | 902 |
| Site | Present owner's address | 903 |
| Site | Recorder | 818 |
| Site | Recorder (address) | 819 |
| Site | Recording station | 804 |
| Site | Reference (bibliography) | 920 |
| Site | Reference (photo neg(s).) | 861 |
| Site | Reference (photo neg. (searchable)) | 860 |

| CONTEXT | CLASS NAME | TAG |
|---|---|---|
| Site | Registration (date) | 832 |
| Site | Reporter | 816 |
| Site | Reporter (address) | 817 |
| Site | Reporter's site designation | 906 |
| Site | Significance | 911 |
| Site | Significance (area of) | 910 |
| Site | Significance (thematic classification) | 912 |
| Site | Site name | 830 |
| Site | Site name (alternate) | 930 |
| Site | Specimens (inventory numbers) | 870 |
| Site | Specimens (kind & quantity of materials collected) | 875 |
| Site | Specimens (present repository of materials) | 880 |
| Site | Threat(s) to site | 878 |
| Site | Threat(s) to site (remarks) | 879 |
| Site (structure) | Architect | 872 |
| Site (structure) | Builder | 874 |
| Site (structure) | Description (exterior fabric) | 854 |
| Site (structure) | Description (feature of structure) | 942 |
| Site (structure) | Description (integrity) | 858 |
| Site (structure) | Description (major alterations) | 857 |
| Site (structure) | Description (notable features of building) | 865 |
| Site (structure) | Description (plan type) | 966 |
| Site (structure) | Description (structural system) | 856 |
| Site (structure) | Description (style/mode) | 964 |
| Site (structure) | Interior accessibility | 851 |
| Site (structure) | Relation of structure to surroundings | 859 |
| Site (structure) | Visibility (exterior) | 852 |

0 CONTEXT: All CLASS NAME: RECORD TERMINATOR
DEFINITION: Null content
SYNTAX: No syntax
EXAMPLES<S2>:
REMARKS: Must be used at the end of every record. May not be used elsewhere. The only tag with no textual content. May not be combined in series with other tags.

ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1 CONTEXT: Object CLASS NAME: CATALOGUING INSTITUTION (REMARKS)
DEFINITION: Additional information about the cataloguing institution named in data class 2.
SYNTAX: Free text. Observe conventions for UNIT LENGTH, RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS, UPPER and LOWER CASE, UNDERLINING, COLUMNAR FORMAT, OVERSTRIKE CODES, and THE PART IDENTIFIER. See Table of Contents for these subject headings.
EXAMPLES<S2>:
A Not - For - Profit Corporation receiving no public funds.
Founded 1870.
REMARKS: Any information considered useful may be given, but it should relate directly to the subject named in data class 2. Information on other topics may not be found when wanted if it is placed in data class 1.

ASSIGNED: Old, revised
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
2

2 CONTEXT: Object CLASS NAME: CATALOGUING INSTITUTION
DEFINITION: Standard designation of the person or organization making and owning this inventory. Usually but not necessarily the same person or organization which owns or exercises control over the object described.
SYNTAX: Indexing descriptor. The name must always be used in exactly the same form. Observe all conventions but particularly CONVENTIONS CONTROLLING the SORTING of DATA (USER SPECIFIED), e.g. TEXT INVERSION, ELLIPSIS and ROMAN NUMERALS. See Table of Contents for these subject headings.
EXAMPLES<S2>:
REMARKS: This data class was originally called "Possessor" since it was incorrectly assumed that institutions using this cataloguing system would catalogue only their own holdings. The term "Cataloguing institution" is more exact.
Data class 2 is not to be entered in the normal way. Rather it is inserted by the system upon recognition of the cataloguing institution's private tag, which occurs once in each of its records.

ASSIGNED: Old, revised
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
1
102
4

1 CONTEXT: Object CLASS NAME: ACQUISITION
DEFINITION: Any statement the cataloguing institution may wish to make about how the object was obtained by its present owner.
Do not include confidential information.
The following kinds of information, if known, should be recorded in other data classes but may also be mentioned here if the cataloguing institution wishes to do so: Credit line (data class 5), Owner other than cataloguing institution (data class 102), Name of person in whose honor or memory the object was presented (data class 105), Vendor (data classes 14 & 114), Benefactor (data classes 12 & 112), Previous owner(s) (data classes 90 & 190) and History of ownership (data classes 91 and 191).
SYNTAX: Free text. Same syntax as data class 1.
EXAMPLES<S2>:
Acquired from John Doe in exchange for 7.69 and 842.43.
Date of gift 12/24/59
Imported via F.W.A. #1 201, A-3-72. Customs Entry #12345.
Purchased with funds provided by the donor. Purchase Order #1234.
Received 9/24/71. Temporary Receipt #5678.9
REMARKS: This is a public statement by the cataloguing institution, made only if it so desires and to include only what it wishes generally known.

ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
102
103
112
114
12
137
14
16
190
191
22
5
9
90

4 CONTEXT: Object CLASS NAME: COLLECTION LOCATION
DEFINITION: The name of the city, town or post office where the collection containing the object resides. Inclusion of the state, province or country though not required is recommended to avoid confusion.
SYNTAX: Indexing Descriptor. Same syntax as data class 2.
EXAMPLES<S2>:
London, Ont.
New York, NY
Ottawa, Ontario ( )K1A ON1( )
The Hague, The Netherlands
REMARKS: When the collection is that of the cataloguing institution the content of data class 4 will normally be the same for every object described.

ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
102
2

5 CONTEXT: Object CLASS NAME: ACQUISITION (CREDIT LINE)

DEFINITION: A set verbal formula permanently attached to the object by its owner for display on labels, in catalogue entries and in picture captions.

SYNTAX: Free text. Same syntax as data class 1.

EXAMPLE<S2>:
Bequest of Mary A. Doe.
Gift of John Doe in memory of Mary Abigail Doe.
Given anonymously.
Lent anonymously, courtesy of The Museum of Modern Art.
Purchase.
The John Q. Doe Fund.

REMARKS: Some museums refer to this class of data as the "second credit." Others don't use permanent credit lines at all.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
105
112
3
96

6 CONTEXT: Accession number CLASS NAME: (DISCONTINUED)

DEFINITION:

SYNTAX:

EXAMPLE<S2>:

REMARKS:

ASSIGNED: Old, discontinued

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:

7 CONTEXT: Object CLASS NAME: RESTRICTION(S) (LEGAL)

DEFINITION: Limitations imposed by deed, agreement, bequest, copyright or other legal instrument upon the use of the object or the dissemination of its records.

SYNTAX: Free text. Same syntax as data class 1.

EXAMPLE<S2>:
Copyright by the artist, 1950.
May not be lent.
Must remain on view.
Photographer retains reproduction rights.

REMARKS: This is not the place to record self-imposed restrictions (data class 11) or technical limitations (data class 107).

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:

8 CONTEXT: Object CLASS NAME: ADMINISTRATIVE CATEGORY (DEPARTMENT)

DEFINITION: The name of the department, division or other administrative unit of the museum with jurisdiction over the object.

SYNTAX: Indexing Descriptor. Same syntax as data class 2.

EXAMPLE<S2>:
Dance Archives
Herpetology
Prints and Illustrated Books
The Carriage House

REMARKS: Each institution using this data class will have its own, relatively short, list of divisional or departmental names corresponding to its own internal structure. Each name should be given in the same form whenever it is used. Qualifying remarks should not be included here. Use of this data class permits selective retrieval of lists based upon departmental holdings.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
10
10
110
132
36

9 CONTEXT: Object CLASS NAME: CONFIDENTIAL INFORMATION

DEFINITION: Administrative information of a confidential nature, relating specifically to the object described.

SYNTAX: Free text. Same syntax as data class 1.

EXAMPLE<S2>:
Lent by John Doe, 1902. Added to the collection Dec. 1948 following unsuccessful attempt to contact estate or heirs.
Price paid $125,000
Source unknown. Found in storage in 1950.

REMARKS: The content of this data class may be the same as content of data class 3. The distinction is the owner's decision to hold this information in confidence. It is expected that this data class will be excluded from any exchange or dissemination of data.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
104
112
114
170
190
191
3

0 CONTEXT: All CLASS_NAME: RECORD TERMINATOR

DEFINITION: Null content
SYNTAX: No syntax

ASSIGNED: Old
NARROWER_TERMS<S>:

EXAMPLE<S>:

BROADER_TERMS<S>:

REMARKS: Must be used at the end of every record. May not be used elsewhere. The only tag with no textual content. May not be combined in series with other tags.

RELATED_DATA CLASS<ES>:

1 CONTEXT: Object CLASS_NAME: CATALOGUING INSTITUTION (REMARKS)

DEFINITION: Additional information about the cataloguing institution named in data class 2.
SYNTAX: Free text. Observe conventions for UNIT LENGTH, RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS, UPPER and LOWER CASE, UNDERLINING, COLUMNAR FORMAT, OVERSTRIKE CODES, and THE PART IDENTIFIER. See Table of Contents for these subject headings.
EXAMPLE<S>:
A Not - For - Profit Corporation receiving no public funds.
Founded 1870.
REMARKS: Any information considered useful may be given, but it should relate directly to the subject named in data class 2. Information on other topics may not be found when wanted if it is placed in data class 1.

ASSIGNED: Old, revised
NARROWER_TERMS<S>:

BROADER_TERMS<S>:

RELATED_DATA CLASS<ES>:
2

2 CONTEXT: Object CLASS_NAME: CATALOGUING INSTITUTION

DEFINITION: Standard designation of the person or organization making and owning this inventory. Usually but not necessarily the same person or organization which owns or exercises control over the object described.
SYNTAX: Indexing descriptor. The name must always be used in exactly the same form. Observe all conventions but particularly CONVENTIONS CONTROLLING the SORTING of DATA (USER SPECIFIED), e.g. TEXT INVERSION, ELLIPSIS and ROMAN NUMERALS. See Table of Contents for these subject headings.
EXAMPLE<S>:

ASSIGNED: Old, revised

NARROWER_TERMS<S>:

BROADER_TERMS<S>:

REMARKS: This data class was originally called "Possessor" since it was incorrectly assumed that institutions using this cataloguing system would catalogue only their own holdings. The term "Cataloguing institution" is more exact.
Data class 2 is not to be entered in the normal way. Rather it is inserted by the system upon recognition of the cataloguing institution's private tag, which occurs once in each of its records.

RELATED_DATA CLASS<ES>:
1
102
8

3 CONTEXT: Object CLASS_NAME: ACQUISITION

DEFINITION: Any statement the cataloguing institution may wish to make about how the object was obtained by its present owner.
Do not include confidential information.
The following kinds of information, if known, should be recorded in other data classes but may also be mentioned here if the cataloguing institution wishes to do so: Credit line (data class 5), Owner other than cataloguing institution (data class 102), Name of person in whose honor or memory the object was presented (data class 105), Vendor (data classes 14 & 114), Benefactor (data classes 12 & 112), Previous owner(s) (data classes 90 & 190) and History of ownership (data classes 91 and 191).
SYNTAX: Free text. Same syntax as data class 1.

ASSIGNED: Old

NARROWER_TERMS<S>:

BROADER_TERMS<S>:

EXAMPLE<S>:
Acquired from John Doe in exchange for 7.69 and 842.43.
Date of gift 12/24/59
Imported via T.W.A. fl 201, 8-3-72. Customs Entry #12345.
Purchased with funds provided by the donor, Purchase Order #1234.
Received 9/24/71. Temporary Reciept #5a79.9
REMARKS: This is a public statement by the cataloguing institution, made only if it so desires and to include only what it wishes generally known.

RELATED_DATA CLASS<ES>:
102
103
112
114
12
137
14
16
190
191
22
5
9
90

4 CONTEXT: Object CLASS_NAME: COLLECTION LOCATION

DEFINITION: The name of the city, town or post office where the collection containing the object resides. Inclusion of the state, province or country though not required is recommended to avoid confusion.
SYNTAX: Indexing Descriptor. Same syntax as data class 2.

ASSIGNED: Old

NARROWER_TERMS<S>:

BROADER_TERMS<S>:

EXAMPLE<S>:
London, Ont.
New York, NY
Ottawa, Ontario ( )K1A ON1( )
The Hague, The Netherlands

REMARKS: When the collection is that of the cataloguing institution the content of data class 4 will normally be the same for every object described.

RELATED_DATA CLASS<ES>:
102
2

10 CONTEXT: Object CLASS NAME: ADMINISTRATIVE CATEGORY (STATUS IN COLLECTION)

DEFINITION: Designation of some subdivision of the catalogued collection other than by department or administrative division (data class 8).

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLES<2>:
Cast and repro. collection
Expendable duplicate
Fake group
For sale or exchange
Reference collection
Study collection

REMARKS: The purpose of this data class is to permit the museum to request automatic exclusion of specified special collections from listings to be disseminated or, alternatively, to produce a listing of only such material. To see, for example, what holdings have been designated for trade or what specimens are available for a destructive experiment.

ASSIGNED: Old

NARROWER_TERMS<2>:

BROADER_TERMS<2>:

RELATED_DATA CLASSES<2>:
110
27
8

11 CONTEXT: Object CLASS NAME: RESTRICTION(S) (SELF-IMPOSED)

DEFINITION: Designation of restriction permanently imposed by the controlling institution upon its own use of the object.

SYNTAX: May be treated as either free text or an indexing descriptor.
If treated as free text it is subject to the same rules of syntax as data class 1 and most other odd numbered classes.
As an indexing descriptor subject to the same rules as data class 2 and most other even numbered classes.

EXAMPLES<2>:
Do not lend.
Loan class 2
Not for exhibition.
)

REMARKS: This data class was originally established for the "loan classes" of the Metropolitan Museum of Art, where each acquisition is assigned a numerical loan class, which determines the level of authority authorized to grant a request to borrow the object. These classes are regarded as permanent even though the museum is legally free to change the designation. By extension, data class 11 may be used by any institution to record similar self-imposed limitations. When such restrictions are systematic, as in the case cited, this data class should be treated as an indexing descriptor. When they are random or applied only in special cases, free text treatment may be more convenient.

ASSIGNED: Old, revised

NARROWER_TERMS<2>:

BROADER_TERMS<2>:

RELATED_DATA CLASSES<2>:

12 CONTEXT: Object CLASS NAME: ACQUISITION (BENEFACTOR)

DEFINITION: The person or organization that gave, bequeathed or lent the object or the funds for its purchase.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLES<2>:
Doe, John Q.
Mary Abigail _Doe
United States WPA Art Program.

REMARKS: If more than one person and/or organization is responsible for the gift, bequest or loan, each should be named separately, i.e. in a separate unit. Data class 12 may be used any number of times in any record. Do not include more than one name in a single unit.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old

NARROWER_TERMS<2>:

BROADER_TERMS<2>:

RELATED_DATA CLASSES<2>:
13
14
3
5
94

13 CONTEXT: Object CLASS NAME: ACQUISITION (BENEFACTOR (REMARKS))

DEFINITION: Additional information about the benefactor named in data class 12 or data class 112.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLES<2>:
Foundation later merged with the XYZ Fund.
Has since resumed her maiden name, Doe.
John Q. Doe, RFD # 2, Cedar City, Michigan 49621
Older brother of the artist.
123 West 105 St. NYC, (212) 234-5678

REMARKS: Any information considered useful may be given but it should relate directly to the person or organization named in data class 12 or data class 112. Information on other topics (such as the donation itself) may not be found when wanted if stored only in data class 13. When two or more names are entered in separate units of data class 12 and/or 112, it is important to repeat the name of one benefactor in each unit of data class 13. Otherwise it will not be apparent which of the named benefactors is discussed.

ASSIGNED: Old

NARROWER_TERMS<2>:

BROADER_TERMS<2>:

RELATED_DATA CLASSES<2>:
112
12

14 CONTEXT: Object CLASS NAME: ACQUISITION (VENDOR)
DEFINITION: The person or organization that sold the object to its present owner.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 12.
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
112
12
15
3
94

15 CONTEXT: Object CLASS NAME: ACQUISITION (VENDOR (REMARKS))
DEFINITION: Additional information about the vendor named in data class 14 or 114.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
See data class 13.
REMARKS: See data class 13.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
114
14

16 CONTEXT: Object CLASS NAME: EXPEDITION
DEFINITION: Official name of the expedition which collected the object.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Joint National University-Museum Ichthyological Investigation in Santa Rosa Province.
Oahe Reservoir Project
The Brown University Expedition to the Mediterranean
REMARKS: If work continued under the same auspicies for more than one season, the season in which the object was collected is specified in data class 20.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
168
17
176
18
20
1
94

17 CONTEXT: Object CLASS NAME: EXPEDITION (REMARKS)
DEFINITION: Additional information about the expedition named in data class 16.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
Jointly sponsored by the Museum and the Museo Nacional de Bellas Artes.
Supported for the seasons 1969, 70 and 71 under N.S.F. grant 1234567 and 2345678.
REMARKS: Any information considered useful may be given but it should relate directly to the expedition named in data class 16. Information on other topics may not be found when wanted if placed in data class 17.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
16

18 CONTEXT: Object CLASS NAME: EXCAVATOR OR COLLECTOR
DEFINITION: The individual responsible for collection of the object: the first to treat it as a specimen. Often but not necessarily the leader of the expedition named in data class 16. Not to be confused with a former owner of a work of art or antique (data class 90).
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 12 - but corporate names are not appropriate here.
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
16
19
94

19 CONTEXT: Object CLASS NAME: EXCAVATOR OR COLLECTOR (REMARKS)

DEFINITION: Additional information about the excavator or collector named in data class 18.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:
See data class 13.

REMARKS: See data class 13.

ASSIGNED: Old

NARROWER_TERMS<S2>:

BROADER_TERMS<S2>:

RELATED_DATA CLASSES<S2>:
18

20 CONTEXT: Object CLASS NAME: EXPEDITION (SEASON)

DEFINITION: Specification of the working period or campaign during which the object was collected, when the expedition or project named in data class 16 included more than one.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
Spring season 1952
1926

REMARKS: The word "season," as used here does not specify time of year or climatic conditions.

ASSIGNED: Old

NARROWER_TERMS<S2>:

BROADER_TERMS<S2>:

RELATED_DATA CLASSES<S2>:
16

22 CONTEXT: Object CLASS NAME: ACQUISITION (YEAR)

DEFINITION: The year in which the object was added to the collection of its present owner.

SYNTAX: A four-digit date. Use four and only four characters. Use asterisks in place of unknown digits.

EXAMPLE<S2>:
1870
190*
1922
1974

REMARKS: The plus sign and minus sign, used with other dates, are not to be used in data class 22. All dates are presumed A.D. The date of formal acquisition, to be used here, may or may not coincide with date of collection and/or acquisition of legal title to the object since not all museums follow the same accessioning procedure.

ASSIGNED: Old

NARROWER_TERMS<S2>:

BROADER_TERMS<S2>:

RELATED_DATA CLASSES<S2>:
3

24 CONTEXT: Object CLASS NAME: DISPOSITION (PURCHASER)

DEFINITION: The person or organization that purchased or took in trade the object, when it was eliminated from the collection.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
For examples refer to data class 12.

REMARKS: To be used only in the record of an object that has been eliminated from the collection in which it was catalogued, through sale or exchange. In some cases the content of data class 24 will be the name of an insurance company which took possession of the damaged object after paying for total loss.

ASSIGNED: Old

NARROWER_TERMS<S2>:

BROADER_TERMS<S2>:

RELATED_DATA CLASSES<S2>:
27

26 CONTEXT: Object CLASS NAME: OLD LOAN NUMBER

DEFINITION: The number formerly assigned the object when it was borrowed by the present owner before entering the collection.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
L12345
234.56
34.567

REMARKS: Often the institution that owns or controls the object will have borrowed it several times prior to its acquisition, assigning it a new loan number each time. Use data class 26 as many times as necessary to record all previous loan numbers.

ASSIGNED: Old

NARROWER_TERMS<S2>:

BROADER_TERMS<S2>:

RELATED_DATA CLASSES<S2>:
106

27 CONTEXT: Object CLASS NAME: DISPOSITION

DEFINITION: Any information the institution that formerly owned the object may wish to record about its loss, destruction, sale or exchange. To be used only in the records of objects that are no longer part of the collection in which they are catalogued.

ASSIGNED: Old

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER TERMS<S2>:

EXAMPLES<S>:
Destroyed by fire June 1958. $80,000 paid under insurance claim PA 234.
Irreparably damaged in transit 1-15-74. Salvaged fragments released to borrower's insurance company (Major American of Utah) for sale as scrap metal only, following payment of total loss.
Missing since 1950. See inventory of 6/50. Insurance paid 8/10/65 (PA 20-123-5, claim # 34)
Not authentic. Returned to vendor for credit of $450, later used for acquisition of 23.456.
Returned to lender 12-8-62.
Sacrificed for dissection 4-8-73. See file FW-456, Department of Marine Biology.
To XYZ Gallery 1-4-34 in partial payment for 30.7.

BROADER TERMS<S2>:

REMARKS: Any information considered useful may be given but data not directly related to cancellation from the collection may not be found when wanted if placed in data class 27.

RELATED DATA CLASSES<S2>:
24

30 CONTEXT: Object CLASS NAME: TITLE

DEFINITION: The title under which the object is catalogued by the controlling institution.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER TERMS<S2>:

EXAMPLES<S2>:
(untitled)
Balzac: Le chef d'oeuvre inconnu.
note: In the example the museum title of the illustrated book consists of the book title preceded by the author.
Les _Demoiselles d'Avignon.
note: Titles of works of art are sometimes given in foreign language.
Study for "_Nuit de noël".
Untitled.
note: Many works of art are entitled "Untitled." Some museums distinguish these from the truly untitled by placing the word in parenthesis when there actually is no title.

BROADER TERMS<S2>:

REMARKS: The title is the proper name of an individual object or the "pet name" of a zoo animal. When it is the same as the object's functional classification (data class 32) or type (data class 68) or shape (data class 146), tag 30 may be conjoined with tag 32, 68 and/or 146. This data class is for the title currently recognized by the institution in control of the object. All other titles belong in data class 33.

RELATED DATA CLASSES<S2>:
134
3010
3110
32
33

32 CONTEXT: Object CLASS NAME: TYPE (FUNCTIONAL)

DEFINITION: Classification of an artifact according to its intended use.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER TERMS<S2>:

EXAMPLES<S2>:
Atl-atl
Chair
Fish knife
Projectile point
Side chair
Sword
Teapot

BROADER TERMS<S2>:

REMARKS: Not to be confused with classification by type (data class 68) or classification by shape (data class 146). May be identical with primary or secondary classification (data classes 36 and 132). If so, one of these tags should be conjoined to tag 32.

RELATED DATA CLASSES<S2>:
132
146
30
68
88

33 CONTEXT: Object CLASS NAME: TITLE (ALTERNATE)

DEFINITION: A title under which the object has been catalogued or published in the past or by which it is known to others.

ASSIGNED: Old

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER TERMS<S2>:

EXAMPLES<S>:
See examples given with data class 30.

BROADER TERMS<S2>:

REMARKS: An object may have any number of alternate titles. Each should be given in a separate unit. Many alternate titles are translations of the title into other languages.

RELATED DATA CLASSES<S2>:
30

34 CONTEXT: Object CLASS NAME: SUBJECT (TEXT ILLUSTRATED (AUTHOR))

DEFINITION: When the object described illustrates a literary text, the author of the text illustrated. Playwrite, in the case of set or costume designs for theatre. Scriptwriter of a motion picture.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER_TERMS<S2>:

EXAMPLES<S2>:
Albee, Edward
Brontë, Emily
François _Villon
Mark _Twain ( ) (Samuel Clemens) ( )
Ovid
The Apostle _John

BROADER_TERMS<S2>:

REMARKS: The author's name may be repeated in other data classes, e.g. data class 30 (as part of the title), data class 33 (as part of the alternate title) or data class 44 (as part of the reference to the text illustrated. In some cases the author of the text may be the same as the artist (data class 70). If so the tags 34.70 may be conjoined. This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

RELATED_DATA CLASSES<S2>:
134
135
3030
3032
3034
3036
3038
44
94

35 CONTEXT: Object CLASS NAME: DESCRIPTION (CONSTRUCTION OR MANUFACTURE)

DEFINITION: Additional information about how the object was made (over and above the formal statement given in data class 47).

ASSIGNED: Old, revised

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER_TERMS<S2>:

EXAMPLES<S2>:
Elements of the collage include fragments cut from discarded paintings of the period 1947 - 49 and fragments of old paintings acquired by the artist for this purpose. Some bear signatures and/or dates of the original works.
Extensively repainted (1977) subsequent to its first exhibition at the XYZ Gallery in 1930.
Replica made in 1970 of the lost 1929 original.

BROADER_TERMS<S2>:

REMARKS: Any information considered useful may be given but it should relate directly to the physical structure of the object and/or the method of its construction. Information on other topics may not be found when wanted if placed in data class 35.

RELATED_DATA CLASSES<S2>:
107
136
142
146
148
46
47
48
49
50
75

36 CONTEXT: Object CLASS NAME: ADMINISTRATIVE CATEGORY (PRIMARY)

DEFINITION: When the controlling institution has divided its collection into parts by medium, area, period or subject, the name of the part that includes the object described. Usually such a division of the collection has its own catalogue, curator, storeroom and/or gallery space.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER_TERMS<S2>:
132

EXAMPLES<S2>:
European art
Film
Herbarium
Judaica
Local history
Miniatures
Ordnance
Poster Collection
Print Room
Reptile House
Silver

BROADER_TERMS<S2>:

REMARKS: See also data class 110.
Since this data class reflects the organization of the controlling institution's collections, it is useful primarily to that institution and not for exchange of data among institutions. When the primary classification coincides with the name of the department with jurisdiction (data class 8) both tags should be used. Primary classification should not be confused with status in collection (data class 10).

RELATED_DATA CLASSES<S2>:
110
8
88

38 CONTEXT: Object CLASS NAME: SUBJECT (PROPER NAME)
DEFINITION: If the object is a representational work of art, the proper name of anything represented, including but not limited to persons, places, animals and ships.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES:
Charles =<ROM>= V =<>=
Chocmool
Dr. _Jachet
King Phillip's Oak
Man-o-War
Santa Claus
St. _Dunstan
The _Marx Brothers
The battle of _Bunker Hill
Tiber
Tiber ( ) (personification) ( )
Tiee ( ) (personification) ( )
Toledo, Spain
U.S.S. _Maine
REMARKS: If more than one proper subject is represented, a separate unit of data class 38 should be used for each. In one example a collective name is illustrated (the Marx Brothers). If they had been named individually, four separate units would have been required.

ASSIGNED: Old
NARROWER TERMS:
BROADER TERMS:
RELATED DATA CLASSES:
120
39
43
94

39 CONTEXT: Object CLASS NAME: SUBJECT (PROPER (REMARKS))
DEFINITION: Additional information about the subject named in data class 38.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES:
Holy Roman Emperor (1519-1556) and king of Spain (1516-1556).
Tiber. A river in central Italy flowing south through Rome.
REMARKS: If more than one subject is named in data class 38, each corresponding entry in data class 39 should begin with the name of the subject discussed, as in the second example given. Otherwise the reference will be ambiguous. Any information considered useful may be given but it should relate directly to the proper subject named. Information on other topics may not be found when wanted if placed in data class 39.

ASSIGNED: Old
NARROWER TERMS:
BROADER TERMS:
RELATED DATA CLASSES:
120
38

40 CONTEXT: Object CLASS NAME: SUBJECT (GENERIC)
DEFINITION: If the object is a representational work of art, a kind of thing represented.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES:
Animal
Architecture
Church architecture
Clothing, toga
Figures
Flowers, trailing arbutus
Greek revival church architecture
Horse
Nude
Percheron horse
Running nude
REMARKS: It is advisable to use subject headings from a master authority list and to consult this list before retrieval on data class 40 is attempted. Such a list should include no synonyms. Subject headings that stand for subsets of broader headings (as "church architecture" stands for a subset of "architecture") should, if possible, include the name of the broader heading, as in this example and others given.

ASSIGNED: Old
NARROWER TERMS:
BROADER TERMS:
RELATED DATA CLASSES:
120
41
43

41 CONTEXT: Object CLASS NAME: SUBJECT (GENERIC (REMARKS))
DEFINITION: Additional information about a generic subject named in data class 40.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES:
Percheron horse: a breed of large, fast dray horses originally from the district of La Perche in Normandy.
Trailing arbutus (epigaea repens), also called arbutus and mayflower. Evergreen. Favoring acid, woodland soils.
REMARKS: Data class 41 should refer to only one generic subject and should begin with the name of that subject, as these examples do. Otherwise the reference may be ambiguous. Any information considered useful may be given but it should relate directly to the subject named in data class 40. Information on other topics may not be found when wanted if placed in data class 41.

ASSIGNED: Old
NARROWER TERMS:
BROADER TERMS:
RELATED DATA CLASSES:
120
40

42 CONTEXT: Object CLASS NAME: DESCRIPTION (DECORATIVE MOTIF)
DEFINITION: A recognized, typical motif, geometric or not, used on the object.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Acanthus
Chevron
Egg and dart
Mille fleurs
Rhizom border
Rosette
Step
Swastika
REMARKS: If more than one motif is present, use a separate unit of data class 42 for each.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
43

43 CONTEXT: Object CLASS NAME: SUBJECT DESCRIPTION
DEFINITION: If the object is a representational work of art, the free text description of the scene(s) and/or symbolic arrangements shown. If the object is a motion picture or videotape, synopsis of the story or action.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
The Virgin seated left holding a book, Angel right with a scroll, lillies in a vase on the floor at center, God the Father upper right surrounded by clouds and rays, the Holy Ghost as a dove descending on a ray.
REMARKS: Specific subjects, proper or generic, will not be retrieved if noted only in data class 43.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
38
40
42

44 CONTEXT: Object CLASS NAME: SUBJECT (TEXT ILLUSTRATED)
DEFINITION: If the object is a work of art illustrating a literary text, bibliographic reference to that text.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Chaucer: The Miller's Tale
Genesis 1: 1
Poe: The Raven
REMARKS:

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
134
135
34
54

46 CONTEXT: Object CLASS NAME: DESCRIPTION (TECHNIQUE OF FABRICATION)
DEFINITION: A recognized technique used in the construction of an artifact.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Arc welding
Cire perdue
Drill
Molded ware
Niello
Tie dyed
Wheel thrown
REMARKS: The meaning of this data class is included in the meaning of data class 48, q.v. Any search for specific techniques should interrogate both classes of data.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
48
RELATED DATA CLASS<ES2>:
148
35
47
75

47 CONTEXT: Object CLASS NAME: DESCRIPTION (MEDIUM)
DEFINITION: A short statement of material(s) and stucture for display in published listings, picture captions and exhibition labels.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
Assemblage of bones, eggshell, hair, thread and manufactured articles contained in polyester.
Dye transfer print
Pencil
Stencil, printed in metal leaf, silver, gold, copper and aluminum, and shellacked.
Synthetic polymer paint
Woodcut, printed in strong red, brilliant orange, yellow, and in black on verso
REMARKS: This data class contains no information that should not be recorded elsewhere and will not usually include the detailed description that might appear in data class 35. Like data class 5, q.v., its purpose is to preserve and reproduce precise wording for use on labels, in catalogue listings and in picture captions. It is a convenience for the museum staff, who might otherwise be obliged to reconstruct the description whenever the object is exhibited or reproduced.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
148
35
46
48
49
50
75

48 CONTEXT: Object CLASS NAME: DESCRIPTION (MATERIAL, INSTRUMENT, TECHNIQUE)
DEFINITION: A substance of which the object is composed in whole or in part, a technique employed in the construction of an artifact or an instrument used in the construction of an artifact.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
Albumen print
Brush
Color crayon
Color wax crayon
Crayon
Lithograph
Paper
Pen
Polymer
Stencil
Stoneware
Stumping
Synthetic polymer
Wash
Wax crayon
Woodcut
Wormy chestnut
REMARKS: This data class includes the meanings of data class 46 (technique of manufacture) and data class 50 (material). A search on the basis of technique should interrogate both data class 46 and data class 48. A search on the basis of material should interrogate both data class 50 and data class 48. Examination of the examples given will show that many terms specify material and/or technique and/or instrument.

ASSIGNED: Old
NARROWER TERM<S2>:
46
50
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
148
35
47
49
75

49 CONTEXT: Object CLASS NAME: DESCRIPTION (OF PAPER)
DEFINITION: Description of the paper(s) of which an artifact is composed in whole or in part, including transcription or description of the watermark and/or trademark if any.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
Paper: cream China laid on ivory smooth wove. ///Watermark "Rives" on mount
Watermarks: "J PERRIGOT ARCHES SPECIAL MBM (FRANCE)," "TRAIT," "LAVIS."
REMARKS:

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
35
47
48
50
75

50 CONTEXT: Object CLASS NAME: DESCRIPTION (MATERIAL)

DEFINITION: Substance of which the object is composed in whole or in part.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
Black cherry wood
Cherry wood
Egg tempera paint
Ivory
Oil paint
Paint
Silver
Tempera paint
Walrus ivory
Wood

REMARKS: It is advisable to use terms from a master authority list and to consult this list before retrieval on data class 50 is attempted. Such a list should include no synonyms. Terms that stand for subsets of broader terms (as "cherry wood" stands for a subset of "wood") should, if possible, include the broader term, as in this and other examples given.
The meaning of this data class is included in the meaning of data class 48, q.v. Any search for specific materials should interrogate both data classes.

ASSIGNED: Old

NARROWER TERM<S2>:

BROADER TERM<S2>:
48

RELATED DATA CLASS<ES2>:
148
35
47
49
75

51 CONTEXT: Object CLASS NAME: MEASUREMENTS AND WEIGHT

DEFINITION: Free text summary of the principal measurements of the object, optionally including its weight. Weights and dimensions may be given in any units.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:
Each section 16 inches high by 20 inches wide.
Sheet: 16 x 20" (40.4 x 50.8cm.)///Comp. 12 1/2 x 17 3/16" (31.8 x 43.7cm.).
16 x 20 inches.
16 x 20" (40.4 x 50.8cm.)
318mm. H., 437mm. W.
42 7/8 in. h. incl. marble base 6 in. h. x 10 3/4 in diam. ///Wt. 183 lbs. 6 oz.

REMARKS: Information given in data class 51 is for display, not for retrieval or statistical manipulation. Other data classes (52 and 150 through 160) are provided for normalized weight and measurements. Data class 53 is provided for extended free form weights and measurements.
The purpose of this data class is similar to the purpose of data classes 5 and 47, i.e. to preserve and reproduce the precise wording established for display on labels, in catalogue listings and in picture captions.

ASSIGNED: Old

NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
150-160
52
53

52 CONTEXT: Object CLASS NAME: MEASUREMENTS (WEIGHT IN GRAMS)

DEFINITION: The weight of the object, expressed in grams.

SYNTAX: An uninterrupted series of digits, with or without a decimal point. If no decimal point is expressed, it will be presumed immediately to the right of the rightmost digit. Do not include the word "grams" or any abbreviation: it is implied by the use of tag 52.

EXAMPLE<S2>:
.1
0.0123
1
1.
1000

REMARKS:

ASSIGNED: Old

NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
150-160
51
53

53 CONTEXT: Object CLASS NAME: MEASUREMENTS AND WEIGHT (EXTENDED DETAIL)

DEFINITION: Comprehensive measurements in free text. An extension of the summary in data class 51.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:
See examples under data class 51

REMARKS: The summary of measurements in data class 51 is intended for routine reproduction whenever the object is exhibited, illustrated or published. Data class 53 is provided for optional storage of additional dimensions not of sufficient general interest to warrant routine display.

ASSIGNED: Old

NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
150-160
51
52

54 CONTEXT: Object CLASS NAME: SUBJECT (TEXT ILLUSTRATED/ASSOCIATED (LANGUAGE))
DEFINITION: When the object is a book, album, notebook, portfolio, letter, manuscript, motion picture or similar artifact containing written or spoken text, a language used.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES(S):
Chinese
English
English ( )(subtitles)( )
French
German ( )(dialogue)( )
Old French
Unidentified
REMARKS: Use a separate unit of data class 54 for each language recorded.
ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
134
135
54
55
57

55 CONTEXT: Object CLASS NAME: INSCRIPTION(S) (PRIMARY)
DEFINITION: Description and/or transcription of any writing on the object, that the cataloguing institution considers of primary importance.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
II. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES(S):
Monogram "Y" inscribed in "C" green paint bottom R of center.
Not signed. Dated and inscribed on plexiglass panels "POUR/ 3 ANS/ D'ASSEZ/ BONNE/ CONDUIT/ LE 17 Aout 1943."
Signed and dated, lower left.
Signed lower right margin "J. Jones 60" in pencil///Dated - see above.///Impression "1/35" lower left margin, pencil, artist's hand.
Signed U R in ink "Klee."///Dated below composition on mount in ink "1925...".///Below composition on mount in ink, artist's hand, "1925 E. Acht. Sklaverei."
Signed.
REMARKS:
ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
54
57
58
94

56 CONTEXT: Object CLASS NAME: HISTORY (COLLECTOR'S MARK)
INSCRIPTION(S) (COLLECTOR'S MARK)
DEFINITION: Reference in a standard catalogue to a collector's mark on the object.
SYNTAX: Give author and catalogue number. If no author is given, reference is assumed to LUGT, Frits, Les marques de collections de dessins et d'estampes.
EXAMPLES(S):
Johnson 123
200
REMARKS:
ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
190
191
55
57
90
91
94

57 CONTEXT: Object CLASS NAME: INSCRIPTION(S) (SECONDARY/EXTENDED)
DEFINITION: Description and/or transcription of inscriptions considered by the cataloguing institution be be of secondary importance.
SYNTAX:
EXAMPLES(S):
See examples given under data class 55.
REMARKS:
ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
54
55
56
58
94

58 CONTEXT: Object CLASS NAME: INSCRIPTION (ELEMENT OF)
DEFINITION: Specification of a significant element comprizing or included in an inscription on the object, e.g. a catalogued glyph, hieroglyph, crest or maker's mark, possibly on unknown meaning.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES(S):
Reversed capital C
Thompson 457
REMARKS: This data class was first established for makers' marks of unknown significance recorded by Dr. Carl C. Dauterman of the Metropolitan Museum of Art in his study of Sèvres porcelain. Each mark was named and the name recorded in data class 58. The marks were correlated with functional type and date of manufacture and thus connected with names of craftsmen on the factory payrolls for the corresponding periods.
ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
55
57

59 CONTEXT: Object CLASS NAME: FRAME, MOUNT, PEDESTAL

DEFINITION: Free text description of frames, mounts, bases, pedestals, containers, etc., not integral parts of the object but permanently associated with it.

ASSIGNED: Old

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER_TERMS<S>:

EXAMPLE<S>:
Carved black and gilt Spanish antique frame (selected by the artist).
Frame 46 1/2 x 70 3/8 x 4 3/4" deep.
Framed
Handling frame for storage and loan. Exhibit unframed in the museum.
Rag mat and mount, frame, glass
Size 3 mat
Stored in padded container designed by the artist.
Weighted walnut pedestal

BROADER_TERMS<S>:

REMARKS:

RELATED_DATA CLASS<ES>:

60 CONTEXT: Object CLASS NAME: REFERENCE (PHOTO NEG. (SEARCHABLE))

DEFINITION: Index to a specific photographic negative representing the object.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER_TERMS<S>:

EXAMPLE<S>:
Color 3-456-A
Sunami 15,667
12345

BROADER_TERMS<S>:

REMARKS: It is not usually necessary to retrieve or sort by photographic negative reference. This information is more often placed in the free text data class 61, q.v. When retrieval on this data class is required, data class 60 may be used. No more than one reference should be given in any one unit of data class 60

RELATED_DATA CLASS<ES>:
3660
61

61 CONTEXT: Object CLASS NAME: REFERENCE (PHOTO NEG(S).)

DEFINITION: A list or all known photo sources. The short name of this data class notwithstanding, it is acceptable to include sources that may be available in forms other than the negative.

ASSIGNED: Old

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER_TERMS<S>:

EXAMPLE<S>:
Artist's neg.///color separation MA 3-CO. ///infra red 123 (cons.lab.)
note: This entry will result in a columnar form of display.
P 76 (overall); P 77 (detail); L-123 (35mm).
S-12,345; POL 6789 (profile); S-13,456 (preferred)

BROADER_TERMS<S>:

REMARKS: Although any number of sources may be included in a single unit of data class 61, it is permissible to add additional references in other units of the same data class. Any general search for photo sources should interrogate both data class 61 and data class 60 unless it is known that one or the other is not present in the data base available.

RELATED_DATA CLASS<ES>:
3660
60

62 CONTEXT: Object CLASS NAME: LOCATION

DEFINITION: Physical location of the object.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER_TERMS<S>:

EXAMPLE<S>:
Annex, room 12
Permanent loan to County Hist. Soc.
Sculpture Garden
Smith Bros. Warehouse
Storeroom B, shelf 164
Whistler Room

BROADER_TERMS<S>:

REMARKS: An institution which moves its collections regularly should not use this data class unless it has constant, "on-line" access to its data base for update. Listings sorted on data class 62 will provide a tool for physical inventorying of collections.

RELATED_DATA CLASS<ES>:

63 CONTEXT: Object CLASS NAME: CONDITION

DEFINITION: Free text record of the object's condition or state of repair.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE(S):
Good
Legs and cross braces not original.
OK.
Received without lens or shutter.
Upper right corner missing; tack holes remaining corners; sunburned in old mat opening; generally soiled, stained, fingermarked; spotted by artist; inactive mold spots left of top center; 7mm tear near L.L. corner. 7-8-56 paper bleached and deacidified; mold spots removed; mounted in rag board by museum laboratory. 3-72 damaged by water in transit; buckled. 5-72 Stains removed; flattened; mat and mount replaced by museum laboratory.

REMARKS: The object description tag series 3600 - 3799 is reserved for in-depth condition records.

ASSIGNED: Old

NARROWER_TERM(S):

BROADER_TERM(S):

RELATED_DATA CLASS(ES):
107
3600
3610
3660
3682
3699

64 CONTEXT: Object CLASS NAME: DESCRIPTION (STYLE)

DEFINITION: A named and defined "style" of which the object is typical. "Style" is defined as a combination of recognizable traits that, occurring together, appear to have cultural significance but which are insufficient to define a "type." Cf. data class 68 (type).

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE(S):
Art nouveau
Hepplewhite
Plateresque
Rococo

REMARKS: Although named and recognized styles are often associated with specific cultures and periods, assignment of an artifact to a particular style does not, in itself, imply such association. A copy, reproduction, forgery or imitation may exemplify a style as perfectly as the artifacts first made in that style. Therefore, if assignment of an artifact to a particular culture, period or developmental stage is intended, such assignment should be specified in one or more of the appropriate data classes (e.g. 80, 81, 82, 83, 84, 180, 181, and/or 183) and not in data class 64 alone. Data class 64 specifies only the outward appearance of the object described.

ASSIGNED: Old

NARROWER_TERM(S):

BROADER_TERM(S):

RELATED_DATA CLASS(ES):
180
181
65
68
80

65 CONTEXT: Object CLASS NAME: DESCRIPTION (STYLE (REMARKS))

DEFINITION: Information about the style named in data class 64, such as the traits that, occurring together, constitute the style, origins and cultural associations of the style, temporal and/or geographic distribution of the style, etc.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE(S):
A style of furniture designed by George Hepplewhite (?-1786), English cabinetmaker. Characterized by graceful curves.
An ornate style of decoration which originated in Spain in the XVI Century and was carried to the Spanish possessions in the New World.

REMARKS: Any information considered useful may be given but it should relate directly to the style named in data class 64. Information on other topics (as further description of the artifact that is the subject of the record) may not be found when wanted if stored only in data class 65.

ASSIGNED: Old

NARROWER_TERM(S):

BROADER_TERM(S):

RELATED_DATA CLASS(ES):
64

66 CONTEXT: Accession number CLASS NAME: ACCESSION NUMBER OF THE MUSEUM OF MODERN ART

DEFINITION:

SYNTAX:

EXAMPLE(S):

REMARKS: To be used only at The Museum of Modern Art, New York.

ASSIGNED: Old

NARROWER_TERM(S):

BROADER_TERM(S):

RELATED_DATA CLASS(ES):

68 CONTEXT: Object CLASS NAME: TYPE

DEFINITION: A named and defined "type" to which the artifact belongs. This concept is used primarily in connection with the systematic study of material culture and includes names of ceramic "wares," though it is also applied to artifacts of any material. Types are more rigorously defined than styles (data class 64) and more specifically associated with cultures, periods and developmental stages.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
Crockett curvilinear incised
Folsom point
Friendship engraved var. Freeman

REMARKS: This is a rigorously defined anthropological concept which should never be used by anyone not familiar with the appropriate terminology.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
180
181
182
183
32
64
69
80

69 CONTEXT: Object CLASS NAME: TYPE (AUTHORITY)

DEFINITION: Reasons and/or citations supporting the classification by type given in data class 68.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1974

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
68

70 CONTEXT: Object CLASS NAME: ATTRIBUTION (ARTIST/MAKER)
Object (film) CREDIT (DIRECTOR (FILM))

DEFINITION: The person, group, workshop or company (but not the culture) responsible for the overall form or design of the artifact. If the artifact is a motion picture, the director. The name given should represent the attribution currently accepted by the cataloguing institution.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
(UNKNOWN)
van _GOGH, Vincent
David Alfaro _Siqueiros
Karhula Iittala (company design)
Louis J. M. _Daguerre ( ) (attributed) ( )
Martin _Rico y Ortega
Master of the Playing Cards
Vanni, Francesco?
Workshop of Peter Paul _Rubens

REMARKS: Alternate attributions and persons credited with lesser contributions in the fabrication of the artifact are named in other data classes, esp. data class 72 and data class 74. This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
170
172
71
72
74
90

71 CONTEXT: Object CLASS NAME: ATTRIBUTION (AUTHORITY)

DEFINITION: Reasons and/or citations supporting the attribution given in data class 70. Include discussion of alternate attributions and/or technicians named in data classes 72 and/or 74.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:

REMARKS:

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
170
172
70
72

72 CONTEXT: Object
Object (film)
CLASS NAME: ATTRIBUTION (OTHER ARTIST/MAKER)
CREDIT (DIRECTION (ASSISTANT DIRECTOR (FILM)))

DEFINITION: Other person(s), group(s), workshop(s) and/or company(ies) associated with the creation or design of the artifact, including attributions not currently accepted by the cataloguing institution. If the artifact is a motion picture, the assistant director.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
( )Attributed to( )Pablo _Picasso( ) by André BRETON.( )
( )Finished by( ) Titian
J. Quinton _Doe( )(collaborating artist( )
Peto, Frederick

REMARKS: Retrieval on data class 72 or data class 70 enables the researcher interested in a particular artist to retrieve all references to that artist, whether as attribution, alternate attribution or collaborator. This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED DATA CLASS<ES2>:
172
70
71
74
94

74 CONTEXT: Object
Object (film)
CLASS NAME: ATTRIBUTION (TECHNICIAN/ARTISAN)
CREDIT (PRODUCER (FILM))

DEFINITION: A technician or artisan, known by name, who contributed to the realization of a work of art that is primarily the creation of another. If the work is a motion picture, the producer. Otherwise a stone carver, caster, printer (including photographic printer), architectural engineer or any other specialist who made a noteworthy contribution, but not a collaborating artist.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
( )Printed by( ) Mourlot
Mourlot

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED DATA CLASS<ES2>:
170
70
71
75
94

75 CONTEXT: Object
CLASS NAME: EDITION/PRODUCTION (REMARKS))

DEFINITION: Free text information specifically NOT about the object described but about the edition, issue, release or product line of which it is an example. Include the size of a limited edition, mass production technology and means of distribution or marketing.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:
Commercial edition: 75 copies, plus 5 hors commerce. A posthumous edition of 500 made from original plates 1970.
Released in France with subtitles 1927, in the United States and Canada 1935 with dubbed English dialogue.

REMARKS:

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED DATA CLASS<ES2>:
148
3024
35
46
47
48
49
50
74
96

76 CONTEXT: Object
CLASS NAME: PROVENIENCE (COUNTRY)

DEFINITION: An existing national state associated with the origin of the object, whether by nationality or birthplace of the maker, national school or style, site of discovery or any other connection. Data class 76 contains only the names of present day political units which are not parts of larger political units. Geographical names which are not politically defined (including the names of former political units) belong in data class 78. Names of lesser political units belong in data classes 162, 164 and 166, q.v.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
Canada
Great Britain
Mexico
The _Netherlands
United States

REMARKS:

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED DATA CLASS<ES2>:
162
164
166
78
79

78 CONTEXT: Object CLASS NAME: PROVENIENCE (PHYSICAL GEOGRAPHY)

DEFINITION: Geographical name of the place or area where the object originated other than the country, as defined for data class 76. Data class 78 may consist of the name of a continent, ocean, archipelago, island, valley, plateau, former country, mountain range or other geographical region. It was formerly defined more broadly to hold names of political units smaller than countries as well as non-political geographical names. More recently data classes 162, 164 and 166 have been defined for names of political units of the second, third and fourth orders, respectively. These should be used for names of kingdoms within the U.K., republics within the U.S.S.R., provinces, districts, territories, cities, towns and townships. Optionally, these names may also be placed in data class 78; but it is advisable to repeat them in 162, 164 and/or 166. This may be done by conjoining tags (78.162, 78.164, 78.166).

ASSIGNED: Old, revised

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER TERM<S>:

EXAMPLE<S>:
Burgundy
Guadalajara, Mexico
Knossos
Peoria Bottom, South Dakota
Sepik River
State of _Mexico
note: (78.162)
Venice, Italy
note: (78.166)

BROADER TERM<S>:

REMARKS: Note that certain place names used as examples are qualified by the names of larger units, political or otherwise. Thus Venice, Italy must be distinguished from Venice, California; Peoria Bottom from other areas that may or may not exist, having the same name; and Guadalajara, Mexico from Guadalajara, Spain.

RELATED DATA CLASS<ES>:
162
164
166
168
176
184
76
79

79 CONTEXT: Object CLASS NAME: PROVENIENCE (REMARKS)

DEFINITION: Free text information about the place(s) named in data classes 76, 78, 162, 164, 166, 168, 176 and/or 184. Reasons for assignment to a particular place of origin or speculation as to geographical place of origin.

ASSIGNED: Old

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER TERM<S>:

EXAMPLE<S>:
Chemical analysis suggests copper of Cypriot origin.
Supports of English oak, possibly salvaged from an imported piece.

BROADER TERM<S>:

REMARKS: Any information considered useful may be given but it should relate directly to the geographical origin of the object described. Information on other topics (as style or cultural affiliations) may not be found when wanted if recorded only in data class 79.

RELATED DATA CLASS<ES>:
162
164
166
168
176
184
76
78

80 CONTEXT: Object CLASS NAME: HISTORY (PERIOD/CULTURE)

DEFINITION: A broad classification by period, epoch, horizon, culture, tribal group or local school.

ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER TERM<S>:

EXAMPLE<S>:
Aztec
Federal
Magdalenian
Pre-Columbian
Zuñi

BROADER TERM<S>:
180

REMARKS: Data class 80 is expected to be more useful to art museums and general museums than to institutions devoted to the scientific study of archeology or anthropology. A more precise cultural classification should, whenever possible, be recorded in data class 180.

RELATED DATA CLASS<ES>:
181
182
183
64
68
81
85

81 CONTEXT: Object CLASS NAME: HISTORY (PERIOD/CULTURE (REMARKS))

DEFINITION: Additional information about the culture(s) or period(s) named in data class 80 and/or data class 180 and/or the developmental stage named in data class 182. Do not include evidence for cultural classification, which belongs in data class 181.

ASSIGNED: Old

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER TERMS<S>:

EXAMPLE<S>:
A pueblo-dwelling tribe of North American Indians living today in New Mexico and constituting a linguistic family.

BROADER TERMS<S>:

REMARKS: Any information considered useful may be given but it should relate directly to the culture named in data class 80 or 180 or to the developmental stage named in data class 182. Information on other topics may not be found when wanted if recorded only in data class 81.

RELATED DATA CLASS<ES>:
180
181
182
183
80

82 CONTEXT: Object CLASS NAME: HISTORY (YEAR OF ORIGIN (EARLIEST POSSIBLE))

DEFINITION: The earliest year in which the object may possibly have originated, expressed numerically with reference to the Christian Era.

ASSIGNED: Old

SYNTAX: It is strongly recommended that this data class be used in every object record. The textual content consists of a plus sign (+) or a minus sign (-) followed immediately, without an intervening blank, by one or more digits. Do not include commas or any other punctuation.

NARROWER TERMS<S>:

EXAMPLE<S>:
+1
+1874
+1974
+800
-10000
-3500
-64

BROADER TERMS<S>:

REMARKS: The minus sign precedes a B.C. date and may be followed by any number of digits (though it is difficult to imagine the necessity for more than the ten digits that might express the origin of a moon rock specimen). A plus sign precedes an A.D. date and is followed by no more than four digits (at least for the next 8025 years). The date given must be as early as necessary to rule out any possibility that the object may be older than indicated. It will often be necessary to use a date very much earlier than the probable true date of origin. When the actual year or origin is known with certainty, the content of data class 82 will be identical with the content of data class 84, q.v. and it may be convenient to conjoin the two tags. Known copies, replicas and forgeries should be dated in terms of their own origins, not the origin of the style or type imitated.

RELATED DATA CLASS<ES>:
83
84
85

83 CONTEXT: Object CLASS NAME: HISTORY (DATE OF ORIGIN)

DEFINITION: Any notation or remark the cataloguing institution may wish to record publicly about the date of origin of the object.

ASSIGNED:

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

NARROWER TERMS<S>:

EXAMPLE<S>:
C. 1450
Late Twelfth Cen.
October 10, 1958
Paleolithic
Probably T'ang
Third quarter of the fourteenth century
XIX Century
1903C00?00?
1938
1938-40

BROADER TERMS<S>:

REMARKS: The form of the date given in data class 83 should be the form desired on exhibition labels, in catalogue listings and in picture captions. Cf. data classes 5, 47, 51 etc.

RELATED DATA CLASS<ES>:
82
84
85

84 CONTEXT: Object CLASS NAME: HISTORY (YEAR OF ORIGIN (LATEST POSSIBLE))

DEFINITION: The latest year in which the object may possibly have originated, expressed numerically with reference to the Christian Era.

ASSIGNED: Old

SYNTAX: See data class 82.

NARROWER TERMS<S>:

EXAMPLE<S>:
See data class 82.

BROADER TERMS<S>:

REMARKS: See data class 82.

RELATED DATA CLASS<ES>:
82
83
85

85 CONTEXT: Object CLASS NAME: HISTORY (DATE OF ORIGIN (REMARKS))
DEFINITION: Reasons and/or citations in support of the content of data classes 82, 83 and 84. ASSIGNED: Old
SYNTAX: FREE TEXT. NARROWER TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER TERMS<S2>:
Though undated, this portrait cannot have been painted before 1948, the year in which the artist first met Mrs. Doe, following his move to New York.
REMARKS: Any information considered useful may be given but it should relate directly to the content of data classes 82, 83 and/or 84. Information on other topics may not be found when wanted if recorded only in data class 85. RELATED DATA CLASS<ES2>:
80
82
83
84

86 CONTEXT: Accession number CLASS NAME: ACCESSION NUMBER OF THE METROPOLITAN MUSEUM OF ART
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERMS<S2>:
EXAMPLE<S2>: BROADER TERMS<S2>:
REMARKS: To be used only at the Metropolitan Museum of Art. RELATED DATA CLASS<ES2>:

88 CONTEXT: Object CLASS NAME: SIGNIFICANCE (ASSOCIATED PATTERNED ACTIVITY/"TRACING")
DEFINITION: Any definable human activity for which the artifact was used or made. ASSIGNED: 1974
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2>:
EXAMPLE<S2>: BROADER TERMS<S2>:
agriculture
blacksmithing
carpentry
lumbering
warfare
REMARKS: Used primarily for subject classification of objects in historical or archeological collections. RELATED DATA CLASS<ES2>:
132
32
36
89

89 CONTEXT: Object CLASS NAME: SIGNIFICANCE
DEFINITION: Interpretive comment(s) and/or quotation(s) relating to stylistic or historical significance of the object. If comment is hearsay, say so. ASSIGNED: 1974
SYNTAX: FREE TEXT. NARROWER TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER TERMS<S2>:
A typical piece of luggage carried by Swedish immigrants.
Said to be the first grand piano brought to Maine.
REMARKS: RELATED DATA CLASS<ES2>:
88
91
94

90 CONTEXT: Object CLASS NAME: HISTORY (EX-COLLECTION)
DEFINITION: A person or organization that formerly owned the object or had possession of it. ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2>:
EXAMPLE<S2>: BROADER TERMS<S2>:
See data classes 12 and 14 for examples
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization. RELATED DATA CLASS<ES2>:
190
191
3
56
91
94
Use a separate unit of data class 90 for each former collection.

91 CONTEXT: Object CLASS NAME: HISTORY OF OWNERSHIP

DEFINITION: Narrative history of the object, including not only the former collections named in data classes 90 and/or 190 but also whatever may be known of the dates and methods of transfer, as by purchase, gift, legacy, judgement, theft or confiscation. Data considered confidential may be hidden in data class 191. q.v.

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>:
Purchased by the donor from XYZ Gallery 1928.
Tentatively identified with a Saint Sebastian mentioned in the collection of Francis I.

REMARKS: Speculation is OK if not presented as fact.

ASSIGNED: Old

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
190
191
3
56
89
90
92
94

92 CONTEXT: Object CLASS NAME: HISTORY (COMMISSIONER)

DEFINITION: The person, organization or authority that commissioned the artist or maker to produce the artifact.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2>:
See data class 12 for examples.

REMARKS:

ASSIGNED: 1972

NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
90
91
94
96

93 CONTEXT: Object CLASS NAME: HISTORY (EXHIBITION)

DEFINITION: Record of public exposure of the object, as in exhibitions or on television. This is not the place to record publication of the object (Cf. data class 95).

ASSIGNED: Old

SYNTAX: CONTROLLED FREE TEXT.
This entry may take any form. However if the following special rules are observed, the content of data class 93 may serve not only as a remark but as an indexing descriptor, associating the object with others exhibited on the same occassion.
Recommended sequence of elements:
sponsoring institution
comma
city (optional)
comma (omit if city was omitted)
state or country (optional)
comma (omit if state or country was omitted)
Exh. (or EXH.)
quotation mark (")
title of the exhibition or television program
quotation mark
comma
dates of exhibition (including the year expressed in four digits)
dash (-) (omit if no further information follows)
box (#) (omit if no catalogue number is to follow)
cataloque number (optional)
period (.)
remarks in free form, any length (optional)
period (omit if remarks were omitted)
If the exhibition is fully described in a separate EXHIBITION FILE, it is unnecessary to use the format specified above. Instead an abbreviated form consisting of the following elements may be substituted:
unique identifier of the exhibition record
comma (omit if no further data follow)
catalogue number, if any
comma (omit if no further data follow)
remarks in free form, any length (optional)
period

NARROWER TERMS<S2>:

EXAMPLE<S2>:
Albany Institute of History and Art, Exh. "Art and Science", Sept. 24 - Oct. 31, # 23. Catalogued but not exhibited.
Exh. 732, #III-3A, Acquisition announced Feb. 15, 1965. (example of abbreviated format)
Exh. 756. (example of abbreviated format)
Exh. 757, #122*. (example of abbreviated format)
Galerie Chalette, N.Y.C. Exh. "Léger", Mar. 29 - May 1, 1965.
National Gallery of Art, Washington, D.C., Exh. "Paintings from The Museum of Modern Art, New York", Dec. 16, 1963 - Mar. 1, 1964.

BROADER TERMS<S2>:

REMARKS: The extended format is so designed that if an exhibition record does not already exist in a separate EXHIBITION FILE, such a record may be generated by computer program, using only the content of one unit of data class 93 as source data.

RELATED DATA CLASS<ES2>:

94 CONTEXT: Object CLASS NAME: HISTORY (ASSOCIATION)
SIGNIFICANCE (ASSOCIATION)

DEFINITION: A person, place, animal (known by name), event, organization, vessel or the like historically associated with the object, as by having used it or by his name's being inscribed on it.

ASSIGNED: 1974

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

NARROWER TERMS<S2>:

BROADER TERMS<S2>:

EXAMPLE<S2>:
Jackson, "Stonewall," ( )(worn by)( )
John Q. Doe
Stony Brook Fire Department
The Gibson family

REMARKS: Mainly for the historical associations of objects in historical collections, which in some cases may have no other significance to justify their preservation. When the association is by ownership, authorship, discovery or any other relationship that is the subject of another data class (e.g. data class 90, 70 or 18), tag 94 should be conjoined or used in addition to other appropriate tag(s).
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

RELATED DATA CLASS<ES2>:
102
105
12
14
16
18
34
38
55
57
70
72
74
89
90
91
92

95 CONTEXT: Object CLASS NAME: REFERENCE (BIBLIOGRAPHY/DOCUMENTATION)

DEFINITION: Documentary source referring to or illustrating the object. ASSIGNED: Old

SYNTAX: CONTROLLED TEXT. This entry may take any form. However if the following special rules are observed, the content of data class 95 may serve not only as a remark but as an indexing descriptor associating the object with others referenced in the same documentary source. NARROWER TERMS<S2>:

This recommended sequence of elements differs slightly from and supercedes that previously published:

first author, name inverted (if any)
semicolon (;) (omit if no additional author(s) follow)
second author, name inverted (if any)
semicolon (omit if no additional author(s) follow)
.
.
.
last author, name inverted
comma (omit if no author has been listed)
quotation mark (") (omit if no article title follows)
article title (if any)
quotation mark (omit if no article title precedes)
main title of document, e.g. title of book or serial, underlined
other information in any form and sequence.

If the documentary source is fully described in a separate DOCUMENT FILE, it is unnecessary to use the format described above. Instead an abbreviated form consisting of the following elements may be substituted:

unique identifier of the document record
comma (omit if no further data follow)
page reference(s) (if any)
comma (omit if no further data follow)
remarks in any form, any length (optional)

BROADER TERMS<S2>:

EXAMPLE<S2>:

The Museum of Modern Art Bulletin Vol. 3, no. 4 December 1935.
Barr, Alfred H., Masters of Modern Art (1954) p. 100.
Bean, Jacob, "A Rediscovered Drawing by Raphael". Metropolitan Museum of Art Bulletin N.S., 1964 (summer), pp. 1-10 pl. 8, cover.
Bouret, de, G.; Daix, P., Picasso, The Blue and Rose Periods 1967, p. 58, repr. p. 59 cat. no. II.6.
Grosz, George, Die Gezeichneten Berlin, 1930. Illus. p. 71 as "Die Gesundsbeter," 1918.
McBride, Henry, "The Chester Dale Collection at New York" Forum April 1931, p. 58, pl. betw. pp 56 & 57.
Newald, John, History of Impressionism (revised), p. 513*.

REMARKS: The format is so designed that if a document record does not already exist in a separate DOCUMENT FILE, such a record, in a skeletal form, may be generated by computer program based entirely upon the content of one unit of data class 95. RELATED DATA CLASS<ES2>:

96 CONTEXT: Object CLASS NAME: HISTORY (PRIZE/AWARD)

DEFINITION: Designation of any medal, prize, award or other formal honor bestowed upon the artist or designer in recognition of the artifact's merit. ASSIGNED: Old

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2>:

BROADER TERMS<S2>:

EXAMPLE<S2>:

Honorable mention, Old Northwest Territories Competition, 1947

REMARKS: RELATED DATA CLASS<ES2>:

5
75
92
97

97 CONTEXT: Object CLASS NAME: HISTORY (PRIZE/AWARD (REMARKS))

DEFINITION: Additional information about the medal, prize, award or other formal honor named in data classs 96. ASSIGNED: 1972

SYNTAX: FREE TEXT. NARROWER TERMS<S2>:

See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>: BROADER TERMS<S2>:

Purchase prize in the amount of $250. donated by the Friends of the Springfield Museum for a watercolor by an Illinois artist.

REMARKS: Any information considered useful may be given but it should relate directly to the award named in data class 96. Information on other topics may not be found when wanted if recorded only in data class 97. RELATED DATA CLASS<ES2>:
96

98 CONTEXT: Object CLASS NAME: REFERENCE (JACKET OR OTHER MUSEUM FILE)

DEFINITION: A pointer to data on file at the cataloguing institution and/or the controlling institution, that is not in machine-readable form. If there are more places than one where additional data might be kept, give enough information here to assure that the data can be found. ASSIGNED: 1973

SYNTAX: NARROWER TERMS<S2>:

BROADER TERMS<S2>:

EXAMPLE<S2>:

jacket
none
ref. 1234
x
Archives
Artist file
Bequest file
Cons. Dept.
YES

REMARKS: If additional data is filed in several places, make a corresponding number of entries in data class 98. RELATED DATA CLASS<ES2>:

99 CONTEXT: Object CLASS NAME: REFERENCE (RELATED WORK)
DEFINITION: Reference to another object related to the one that is the subject of the record. Common relationships include but are not limited to the following:
another cast or impression
a copy
a work copied
a replica
a preliminary model or sketch
an earlier or later version
a study after the work described
SYNTAX: CONTROLLED TEXT. This entry may take any form. However, if the following special rules are observed, the content of data class 99 may serve not only as a remark but as an indexing descriptor associating the object with other objects related to it:
the relationship (an indexing phrase or word)
quotation mark (") (omit if no title follows)
title of the related object (if any)
quotation mark (omit if no title has been given)
comma (omit if no title has been given)
principal material and/or date of the related work, if known
comma (omit if principal material and date have been omitted)
by or BY
artist or maker of the related work, if known (name inverted)
comma (omit if artist or maker has not been given)
collection or COLLECTION or coll. or COLL. (omit if present ownership is unknown)
present owner of the related work, if known (name inverted)
comma (omit if present owner's name has not been given)
ex-collection or EX-COLLECTION or ex-coll. or EX-COLL. (omit if former owner(s) are not known)
former owner of the related work, if known (name inverted)
semicolon (;) (if more than one former owner is to be given)
.
.
.
comma (omit if no former owner(s) have been given)
If the related work is listed separately, the following abbreviated format may be used in place of the foregoing:
relationship
colon
unique identifier (e.g. accession number) of the related object)
EXAMPLES:
Another cast coll. St. Louis Art Museum
Related to "Joy of Life", oil on canvas, 1905-06, coll. Barnes Foundation, Merion, Penn., ex-coll Lund, Tetzen
Study after "L'Ecorché" by Houdon
Study for "A Sunday Afternoon on the Island of the Grand Jatte", oil on canvas, 1884-86, Collection The Art Institute of Chicago
Study for mural, 1910, coll Museum of Modern Western Art, Moscow, ex-coll Shchukin. Commissioned by Serjei Shchukin
REMARKS: The format is so designed that if the related work is not already the subject of a record of its own, such a record, in skeletal form, can be generated by computer program based entirely upon the content of one unit of data class 99.

ASSIGNED: Old
NARROWER_TERMS<S>:
BROADER_TERMS<S>:
RELATED_DATA CLASSES<S>: 161

100 CONTEXT: All CLASS NAME: STATUS OF RECORD
DEFINITION: The degree of completion, reliability or finality of this record.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES:
Accession data only
Dummy
Fully catalogued
Incomplete
Tentative
REMARKS: Use of this data class permits a museum to recall for review all those records known to require further work or to exclude such records from publication or release. It can also serve as a warning flag to the user that certain retrieved data are not to be taken as final or complete.

ASSIGNED: Old
NARROWER_TERMS<S>:
BROADER_TERMS<S>:
RELATED_DATA CLASSES<S>:

101 CONTEXT: Object CLASS NAME: OWNER OTHER THAN THE CATALOGUING INSTITUTION (REMARKS)
DEFINITION: Additional information about the owner of the object, named in data class 102. Data classes 101 and 102 are used only if the owner is not the same as the cataloguing institution (data class 2). If data class 102 is not present, it is assumed that the object is owned by the cataloguing institution.
SYNTAX: FREE TEXT
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES:
Broadway at 155 Street, New York, NY 10032
REMARKS: Data class 101 is generally used for the address and/or telephone number of the owner of the object. Any other information may be included but it should relate directly to the person or organization named in data class 102. Information on other topics may not be found when wanted if stored only in data class 101.

ASSIGNED: Old
NARROWER_TERMS<S>:
BROADER_TERMS<S>:
RELATED_DATA CLASSES<S>: 102

102 CONTEXT: Object CLASS NAME: OWNER OTHER THAN THE CATALOGUING INSTITUTION

DEFINITION: If the object is not the property of the cataloguing institution named in data class 2, the name of the person or organization with legal title. Use multiple entries in case of divided ownership. If data class 102 is not present, it is assumed that the object is property of the cataloguing institution.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2:
Museum of the American Indian / Hoye Foundation
See also examples under data class 12.
The Metropolitan Museum of Art

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old

NARROWER_TERM<S2:

BROADER_TERM<S2:

RELATED_DATA CLASS<ES2:
101
2
3
4
91
94

103 CONTEXT: Object CLASS NAME: ACQUISITION (PURCHASE AUTHORIZATION NUMBER)

DEFINITION: The serial number of a "Purchase Authorization" form.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2:

REMARKS: Used at the Metropolitan Museum of Art. All museums with similar formal purchase authorizations, numbered for reference, should record such numbers in data class 103.

ASSIGNED: Old

NARROWER_TERM<S2:

BROADER_TERM<S2:

RELATED_DATA CLASS<ES2:
3

104 CONTEXT: Object CLASS NAME: INSURANCE VALUE

DEFINITION: If the object is insured for a fixed value, the value for which it is insured, in local currency.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2:
$ 10,000
$750

REMARKS: Pay careful attention to normalization of numbers (Table of Contents XIV.)

ASSIGNED: Old

NARROWER_TERM<S2:

BROADER_TERM<S2:

RELATED_DATA CLASS<ES2:
4

105 CONTEXT: Object CLASS NAME: ACQUISITION (HOMAGE)

DEFINITION: A person or organization in whose honor or memory the object was given or bequeathed

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2:
See examples given with data class 12.

REMARKS: Give the name only, not the credit line, which belongs in data class 5. This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old

NARROWER_TERM<S2:

BROADER_TERM<S2:

RELATED_DATA CLASS<ES2:
5
94

106 CONTEXT: Object CLASS NAME: OTHER IDENTIFICATION NUMBER

DEFINITION: Any number other than the accession number by which the object is identified. Examples are catalogue numbers, artists' identification numbers, temporary numbers and accession numbers from discontinued systems. If the collection includes objects with "other identification numbers" from more than one source, each number should be prefixed with something to identify the series to which it belongs.

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

EXAMPLE<S2:
( )formerly( ) F.L. 37.123
Block 248AA
Field # 987.65
OLD 12.345
Temp. Receipt 5678.9
1234

REMARKS: Use data class 106 as many times as necessary to record all significant identification numbers other than the current accession number. Note, however, that a separate data class, number 26, is provided for old loan numbers.

ASSIGNED: Old

NARROWER_TERM<S2:

BROADER_TERM<S2:

RELATED_DATA CLASS<ES2:
26

107 CONTEXT: Object CLASS NAME: RESTRICTION(S) (PHYSICAL)

DEFINITION: Description of limitations upon the use of the object imposed by the structure of the object. Not to be confused with legal restrictions (data class 7) or restrictions laid down by the controlling institution (data class 11).

SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2:
Motor requires 60 cycle 120v current.

REMARKS: Other special data classes (152 & 154) are provided for the guage and projection rate of motion picture films.

ASSIGNED: 1973

NARROWER_TERM<S2:

BROADER_TERM<S2:

RELATED_DATA CLASS<ES2:
35

110 CONTEXT: Object CLASS NAME: ADMINISTRATIVE CATEGORY (PRIMARY (ACRONYM))
DEFINITION: Like data class 36 except that the content is an acronym recognized by the cataloguing institution rather than clear text.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: May be used in addition to data class 36 or instead of it. Like data class 36, data class 110 is useless for exchange of data among institutions.

ASSIGNED: 1973
NARROWER_TERM<S2>:
132
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
10
36
8

112 CONTEXT: Object CLASS NAME: ACQUISITION (BENEFACTOR (CONFIDENTIAL))
DEFINITION: Like data class 12 except that data class 112 is reserved for confidential information.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 12 for examples.
REMARKS: A separate data class is provided for confidential information (e.g. names of anonymous donors) to permit free exchange of information in data class 12 without compromising the confidentiality of those names which, for any reason, are not public knowledge.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
13
14
3
5
9

114 CONTEXT: Object CLASS NAME: ACQUISITION (VENDOR (CONFIDENTIAL))
DEFINITION: Like data class 14 except that data class 114 is reserved for confidential information.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 12 (sic) for examples.
REMARKS: A separate data class is provided for confidential information (e.g. names of anonymous vendors and secret sources) to permit free exchange of information from data class 14 without compromising the confidentiality of those names which, for any reason, are not public knowledge.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
15
3
9

118 CONTEXT: All CLASS NAME: RECORDER
DEFINITION: The name, initials or other designation of the person principally responsible for the content of the record.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: It is not expected that data class 118 will be useful for dissemination of information outside the cataloguing institution.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
119

119 CONTEXT: All CLASS NAME: RECORDED (DATE)
DEFINITION: The date when the record was prepared.
SYNTAX: Free text. Use any notation and any precision that is desired. Optionally the content of data class 119 may be normalized and the data class treated as an indexing descriptor.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
118

120 CONTEXT: Object CLASS NAME: SUBJECT (STORAGE SEQUENCE CODE)
DEFINITION: Coded subject classification or "signature" determining the object's position in a storage sequence established for browsing by subject, as in a collection of photographs.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
91 3 54
REMARKS: It would be illogical to assign more than one storage sequence code to a single object. The example illustrated is a "signature" in the code of the Decimal Index to the Art of the Low Countries (DIAL). It means "classical antiquity and mythology - origins of the gods, theogony - Saturn."

ASSIGNED: 1974
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
38
39
40
41

132 CONTEXT: Object CLASS NAME: ADMINISTRATIVE-CATEGORY (SECONDARY)
DEFINITION: See data class 36. When the controlling institution has divided its collection into major parts (named in data class 36) and further subdivided its collections into secondary parts, as by medium, area, period or subject, the name of the secondary part that includes the object described.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 36 for examples.
REMARKS: Since this data class reflects the organization of the controlling institution's collections, it is useful primarily to that institution and not for the exchange of information among institutions. When the secondary classification coincides with the institution's administrative structure (data class 8), both tags should be used. Secondary classification should not be confused with status in the collection (data class 10).

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
110
36
8
88

134 CONTEXT: Object (film) CLASS NAME: TITLE ("SOURCE TITLE")
DEFINITION: For a motion picture or videotape, the title of the original story, play or screenplay upon which it is based.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Mutiny on the Bounty
REMARKS:

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
135
30
34
44
54

135 CONTEXT: Object CLASS NAME: SUBJECT (TEXT ILLUSTRATED (REMARKS))
DEFINITION: Additional information about the source document, text illustrated or original book for a motion picture named in data class 44 or data class 134.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
Never published. MS destroyed upon the author's instructions following his death.
Posthumous publication.
The scene illustrated is not found in the original text but corresponds to the corrupt version published in Paris in 1859.
REMARKS: Any information considered useful may be given but it should relate directly to the source named in data class 44 or data class 134. Information on other topics may not be found when wanted if stored only in data class 135.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
134
34
44
54

136 CONTEXT: Object CLASS NAME: DESCRIPTION (NUMBER OF PARTS)
DEFINITION: The number of separately designated parts that make up a composite object. See remarks.
SYNTAX: A normalized arabic number only. See table of contents XIV.
EXAMPLE<S2>:
173
24
REMARKS: Not to be confused with the number of different objects accessioned as a "lot," data class 137.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
137
35

137 CONTEXT: Object CLASS NAME: ACQUISITION (NUMBER OF ITEMS IN THE LOT)
DEFINITION: The number of separately designated items comprizing a "lot," accessioned under a single inventory or accession number. See remarks.
SYNTAX: A normalized Arabic number only. See Table of Contents XIV.
EXAMPLE<S2>:
174
25
REMARKS: Not to be confused with the number of separately designated parts that make up a composite object, data class 136.

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
136
3

142 CONTEXT: Object CLASS NAME: DESCRIPTION (FEATURE OF AN OBJECT)
DEFINITION: A part of the catalogued object, mentioned by name but not separately catalogued or numbered. See following examples for clarification.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
focal plane shutter
hollow tripod supports
interchangeable lenses
lug handles ( ) (4) ( )
planetary mount
stirrup spout
telescopic sight
trestle support
REMARKS: The shape of the object (data class 146) and the decorative motif (data class 42) are not to be recorded as features.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
32
35

146 CONTEXT: Object CLASS NAME: DESCRIPTION (SHAPE)
DEFINITION: A defined and recognized shape which the object exemplifies. ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2:
EXAMPLE<S2: BROADER TERMS<S2:
amphora
hu
li tiag
pilgrim bottle
tripod jar
REMARKS: Data class 146 is not for a general description of the shape or form but only for the recognized name of a shape, by which objects of similar kind are classified or indexed. Shape names, to be meaningful, must be drawn from a controlled authority table. In some cases the name of the shape may be the same as the name of the functional type (data class 32) and/or the type (data class 68). In such cases the tags may be conjoined or separate entries made. RELATED DATA CLASS<ES2:
142
32
35

148 CONTEXT: Object CLASS NAME: DESCRIPTION (COLOR)
DEFINITION: A characteristic color that is important for the object's classification. Usually but not necessarily the color of a ceramic ware. ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2:
EXAMPLE<S2: BROADER TERMS<S2:
black
buff
cream
orange
REMARKS: The authority table for colors should be associated with and/or based upon a series of colored samples available for comparison with catalogued objects. Subjective judgements of color should be avoided. RELATED DATA CLASS<ES2:
35
46
47
48
50
75

150 - CONTEXT: Object CLASS NAME: MEASUREMENTS (USER DEFINED)
160
DEFINITION: ASSIGNED: Old
SYNTAX: Carefully normalize all numbers. See Table of Contents XIV. NARROWER TERMS<S2:
EXAMPLE<S2: BROADER TERMS<S2:
REMARKS: These eleven data classes have been set aside for assignment by individual users to classes of numeric values (measurements, weights and indices) of importance in their respective areas of interest. Since the use of any one of these data classes may vary from one institution to another, the values are not transferable in a meaningful way except between institutions that have agreed amongst themselves to use a particular class in a specified way. RELATED DATA CLASS<ES2:
51
52
53
Institutions cataloguing motion pictures have agreed that, for them
150 = running time in minutes
151 = original running time in minutes
152 = guage in millimeters
153 = original guage in millimeters
154 = recommended running speed in frames/second

161 CONTEXT: Object CLASS NAME: REFERENCE (REPRODUCTION OTHER THAN PHOTO SOURCE)
DEFINITION: Reference to sketches, etchings, diagrams, rubbings, blueprints, casts or any other reproductions or representations of the object that cannot properly be listed as "photo sources." (data classes 60 and/or 61.) ASSIGNED: Old
SYNTAX: FREE TEXT. NARROWER TERMS<S2:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2: BROADER TERMS<S2:
Artist's diagram for assembly in Registrar's file.
Conservation Department has a cast of left foot.
REMARKS: Published reproductions should be referenced in data class 95, q.v. Other versions, artist's studies, etc. should be referenced in data class 99, q.v. Inclusion of such references here too is optional. RELATED DATA CLASS<ES2:
99

162 CONTEXT: Object CLASS NAME: PROVENIENCE (STATE OR PROVINCE OF ORIGIN)
DEFINITION: An existing political unit of the second level, i.e. one of the largest political subdivisions of the country of origin (data class 76).
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Campeche
Illinois
New Brunswick
New South Wales
Puerto Rico
Scotland
REMARKS: Second level political units include states and territories of the United States, Mexico or Australia, provinces of Canada, kingdoms within the United Kingdom or republics of the U.S.S.R.

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
164
166
168
76
79
88

164 CONTEXT: Object CLASS NAME: PROVENIENCE (COUNTY OR DISTRICT OF ORIGIN)
DEFINITION: An existing political unit of the third level, i.e. one of the largest subdivisions of any unit listed in data class 162, q.v.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
East Anglia
McLean
Suffolk
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
162
166
168
76
78
79

166 CONTEXT: Object CLASS NAME: PROVENIENCE (CITY, TOWN, TOWNSHIP OF ORIGIN)
DEFINITION: An existing political unit of the fourth level, i.e. one of the largest subdivisions of the unit named in data class 164.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Augusta
Brookhaven
New Haven
Rochester
Rome
Washington
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
162
164
168
176
76
78
79

168 CONTEXT: Object CLASS NAME: PROVENIENCE (SITE NAME)
DEFINITION: The conventional name of the site where the object was found or excavated.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Kara Suk
Motya
Riggs Ranch
Tenayuca
REMARKS: This is not the place to record assigned site numbers, data class 176.

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
16
162
164
166
176
178
184
78
79

170 CONTEXT: Object CLASS NAME: ATTRIBUTION (ANONYMOUS ARTIST'S NAME)
DEFINITION: The artist or maker of the object, if he wishes to remain anonymous.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 12 for examples.
REMARKS: In museum records the term "anonymous" is often used inaccurately in place of "unknown." Data class 170 is for the name of the truly anonymous artist, who is known to the museum but does not wish his name to be made public.
A separate data class is provided for the names of these artists to facilitate their exclusion when information from museum files is exchanged or disseminated.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
172
71
9

172 CONTEXT: Object CLASS NAME: ATTRIBUTION (CLASSIFICATION)
DEFINITION: Classification of the artist or maker, as by sex, race or religion.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: Note that information in data class 172 is not logically part of the object record. It belongs properly in a separate biographical file. Data class 172 is provided as a temporary expedient to serve until biographical records in GRIPHOS format are more generally available for linkage to object records. Use of an authority table is recommended.
Where more than one artist or maker is listed, it is necessary to associate the classification with the name of a particular person. Otherwise the reference will not be clear.

ASSIGNED: 1974
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
170
70
71
72

174 CONTEXT: Object (film) CLASS NAME: CREDIT (ASSOCIATE PRODUCER)
DEFINITION: When the object is a motion picture, the Associate Producer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data class 12 for examples.
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
74

176 CONTEXT: Object CLASS NAME: PROVENIENCE (SITE NUMBER)
DEFINITION: For an excavated object, the identification number of the site where it was excavated, preceded by the acronym of the survey that assigned the site number.
SYNTAX: The content of data class 176 must be identical with the content of the unique identifier unit of an existing or potential site record.
EXAMPLE<S2>:
AAS 123
REMARKS: The example illustrated refers to site 123 of the Arkansas Archeological Survey.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
166
168
178
184
78
79

178 CONTEXT: Object CLASS NAME: PROVENIENCE (INTRA-SITE)
DEFINITION: Standard designation of the position within a named or numbered site where the object was found.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
surface
FEATURE # 8
10N03E 90-100CM
REMARKS: For a surface find the word "surface" may be enough. More precise designations refer to site coordinates, level and, possibly, association with a feature.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
168
176

180 CONTEXT: Object CLASS NAME: CULTURAL CLASSIFICATION (TECHNICAL)
DEFINITION: Phase and/or culture to which the object is assigned.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Fourche Maline phase # Caddoan culture
REMARKS: Among archeologists the expressions "phase" and "culture" have precise technical meanings. Data class 180 should not be used by others.

ASSIGNED: Old
NARROWER_TERM<S2>:
182
BROADER_TERM<S2>:
80
RELATED_DATA CLASS<ES2>:
181
64
68
81

181 CONTEXT: Object CLASS NAME: CULTURAL CLASSIFICATION (EVIDENCE FOR)
DEFINITION: Evidence, citation(s) and/or reasoning in support of the assignment to the culture and/or phase listed in data class 180.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
180
64
68
80
81

182 CONTEXT: Object CLASS NAME: DEVELOPMENTAL STAGE
DEFINITION: Technological stage represented by the object.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
archaic
historic
paleoindian
woodland
Mississipean
REMARKS: Among archeologists the expression "developmental stage" has a definite meaning. Data class 182 should not be used by others.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
180
183
68
80
81

183 CONTEXT: Object CLASS NAME: DEVELOPMENTAL STAGE (EVIDENCE FOR)
DEFINITION: Evidence, citation(s) and/or reasoning in support of the developmental stage given in data class 182.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
182
68
80
81

184 CONTEXT: Object CLASS NAME: PROVENIENCE (GLOBAL REFERENCE CODE)
DEFINITION: Place of origin or discovery expressed in the Global Reference Code.
SYNTAX:
EXAMPLE<S2>:
01 12 42 44 12 23
REMARKS: For explanation see Placesi, Dante, Jr. and Reginald A. Creighton, "An approach to the geography problem in museums," Smithsonian Institution Information Systems Innovations, v.2, no.1, Jan. 1970.
The Global Reference Code is derived mathematically from latitude and longitude.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
168
176
78
79

190 CONTEXT: Object CLASS NAME: HISTORY (EX-COLLECTION (CONFIDENTIAL))
DEFINITION: Like data class 90 except that data class 190 is reserved for confidential information.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data classes 12 and 14 for examples.
REMARKS: A separate data class is provided for confidential information, (e.g. names of former owners that, for any reason, are not public knowledge) to permit free exchange and dissemination of information from data class 90 without compromising confidentiality. This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
191
3
56
9
90
91

191 CONTEXT: Object CLASS NAME: HISTORY OF OWNERSHIP (CONFIDENTIAL)
DEFINITION: Like data class 91 except that data class 191 is reserved for confidential information.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES(S): See data class 91 for examples.
REMARKS: A separate data class is provided for confidential history to permit free exchange and dissemination of information from data class 91.

ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
190
3
56
9
90
91

200 CONTEXT: CLASS NAME: (UNASSIGNED TAG)
DEFINITION:
SYNTAX:

EXAMPLE(S):

REMARKS: Tags 200 through 399 are reserved for biographical records.

ASSIGNED:
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):

202 CONTEXT: Biography CLASS NAME: NAME
DEFINITION: The name of the person, organization or animal that is the subject of the record, in the form preferred by the cataloguing institution.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE(S):
See data classes 12 & 70 for examples.
REMARKS: This data class is the unique identifier in a biographical record. Its content must appear once only in the whole set of biographical records.
This data class is also the key by which the biographical record is accessed when biographical data are referenced through other sets of records, as those of objects, sites, documents and events.
Such reference is based upon the identity of the content of data class 202 with the content of any other class containing the name of a person, organization or animal.
Examples are data classes 2, 12, 14, 18, 24, 34, 38, 70, 72, 74, 90, 412, 414, 438, 466, 470, 472, 494, 502, 530, 816, 872, 874, 902, 904, 3000 and many others. The biographical record constitutes a virtual extension of any record that contains a name. Therefore the importance of controlling and normalizing its content cannot be overstressed.

ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
204

204 CONTEXT: Biography CLASS NAME: NAME (VARIANT)
DEFINITION: Other designation of the person, organization or animal named in data class 202.
SYNTAX:

EXAMPLE(S):
See data classes 12 and 70 for examples.
REMARKS: See also remarks under data classes 202 and 205.
The content of this data class may differ from that of data class 202 in various ways. However it must refer uniquely to the same subject; and, like the content of data class 202, it should, if possible, be unique in the whole set of biographies so that it may serve as an alternate key to the record.
It may be a pseudonym or pen name. Or, if the pseudonym has been used in data class 202, it may be the "real" name. It may differ from the content of data class 202 in transliteration, modernization of spelling, language, use of initials and/or honorifics or in the presence or absence of inversion.
Its purposes are two:
1) to establish the identity of reference between data classes 202 and 204
2) to establish a link with records in other files (objects, etc.) containing the variant rather than the preferred name.
It may often be convenient to relegate data class 204 to a subrecord (a "node" below the "root node") where it can be associated with information concerning the variant name, such as the designation of institutions using a particular variant as their own preferred form or the interval within the subject's life during which the variant was used.

ASSIGNED: Old
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
202

205 CONTEXT: Biography CLASS NAME: SUMMARY
DEFINITION: A brief, preferably standardized, summary of the subject's life. ASSIGNED: Old
SYNTAX: FREE TEXT. NARROWER TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER TERMS<S2>:
Ab. b. 1912 -
Born Le Cateau (Picardie) Dec. 31, 1869///Died Nice Nov. 8, 1954.
REMARKS: In biographical files serving more than one institution it may be that a different form of the summary will be required by different institutions. In this case the summary, perhaps in association with a preferred name variant, should be relegated to a subrecord containing the information required by a particular institution. RELATED DATA CLASS<ES2>: 208 210 212 213 214

208 CONTEXT: Biography CLASS NAME: NATIONALITY
DEFINITION: ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2>:
EXAMPLE<S2>: BROADER TERMS<S2>:
See data class 76 for examples.
REMARKS: Use the current name of an exisiting national state and, in general, mention only one. In some cases it may be necessary to make more than a single entry. Areas other than existing national states may be named in data class 210, q.v. In biographical files serving more than one institution it may be that different nationalities (or different representations of the same nationality) are preferred by different institutions. In this case, the nationality should be relegated to a subrecord containing the information required by a particular institution. RELATED DATA CLASS<ES2>: 205 210

210 CONTEXT: Biography CLASS NAME: AREA
DEFINITION: Designation of a geographical area other than the current name of an existing national state with which the subject is associated. ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2>:
EXAMPLE<S2>: BROADER TERMS<S2>:
Alaska
Austria-Hungary
Cap Haitien
Puerto Rico
Russia
The Hague
Tuscany
Wales
REMARKS: RELATED DATA CLASS<ES2>: 205 208

212 CONTEXT: Biography CLASS NAME: BIRTH (YEAR (EARLIEST POSSIBLE))
DEFINITION: The earliest year of or before the Christian Era in which the subject may have been born. Not applicable to mythical or fictional beings. ASSIGNED: Old
SYNTAX: See data class 82. NARROWER TERMS<S2>:
EXAMPLE<S2>: BROADER TERMS<S2>:
See data class 82.
REMARKS: RELATED DATA CLASS<ES2>: 205 213 214

213 CONTEXT: Biography CLASS NAME: BIRTH AND DEATH (DISPLAY)
DEATH AND BIRTH (DISPLAY)
DEFINITION: Life dates as they are to be given in a catalogue entry, picture caption or exhibition label. ASSIGNED: Old
SYNTAX: FREE TEXT. NARROWER TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER TERMS<S2>:
1881 - 1973
1904(?) - 1972
1926 -
REMARKS: In biographical files serving more than one institution it may be that different life dates or different representations of the same life dates are preferred by different institutions. In that event, the life dates should be relegated to a subrecord containing the information required by a particular institution. RELATED DATA CLASS<ES2>: 205 212 214

214 CONTEXT: Biography CLASS NAME: DEATH (YEAR (LATEST POSSIBLE))
DEFINITION: The latest year of or before the Christian Era in which the subject may have died. Not applicable to mythical or fictional beings.
SYNTAX: See data class 82.
EXAMPLE<S2>:
See data class 82.
REMARKS: Absence of data class 214 (where it would be applicable) indicates that, to the best knowledge of the cataloguing institution, the subject is living.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
205
212
213

216 CONTEXT: Biography CLASS NAME: WORK INTERVAL (BEGAN)
DEFINITION: Beginning date of a period of employment during which a subject craftsman may have participated in the production of objects or documents of interest to the cataloguing institution.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: Data classes 216, 218, 220, 294, 299, 300 and 302 were assigned with special reference to the Metropolitan Museum of Art's study of the production of Sèvres porcelain, in the course of which it was necessary to record, in association with the name of each craftsman, the interval of his employment, which may not have been continuous. Each interval became the subject of a subrecord under the subject's biography. Data class 216 designates the commencement of one such interval. By extension the same data class may be used in any analogous situation, wherein a person's production may be separated into discrete intervals.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
218
220
299
300
302

218 CONTEXT: Biography CLASS NAME: WORK INTERVAL (ENDED)
DEFINITION: Ending date for a period of employment during which a craftsman may have participated in the production of objects or documents of interest to the cataloguing institution.
SYNTAX: INDEXING DESCRIPTION - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: See data class 216.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
216
220
299
300
302

220 CONTEXT: Biography CLASS NAME: WORK INTERVAL
DEFINITION: Specification of period of employment during which a craftsman may have participated in the production of objects or documents of interest to the cataloguing institution.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: See data class 216.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
216
218
299
300
302

240 CONTEXT: Biography CLASS NAME: SPECIFICATION OF PRODUCT
DEFINITION: Specification of a particular type of artifact the subject craftsman produced or helped to produce.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: See data class 216. Specific products may be associated with certain work interval(s) and not with others.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
294

242 CONTEXT: Biography CLASS NAME: COLLECTION IN WHICH REPRESENTED
DEFINITION: Designation of any collection, private or public, in which are works attributed to the subject of the biographical record.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Dr. and Mrs. Jack Heller, Setauket, NY
The National Gallery of Art, Washington, DC
REMARKS: If the subject's works are in his own possession, use his name, not "Collection of the artist."
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

294 CONTEXT: Biography CLASS NAME: SOURCE REFERENCE
DEFINITION: A documentary source of the biographical data in the record.
SYNTAX: See data class 95.
EXAMPLE<S2>:
See data class 95.
REMARKS:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

299 CONTEXT: Biography CLASS NAME: RELATIVE AS WORKER
DEFINITION: A member of the family of a craftsman, who shared in his work during a period of employment, as described under data class 216, q.v.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2:
See data classes 12 and 70 for examples.
REMARKS: If the family member named shared in the subject's employment during some periods but not all, his name should be relegated to one or more subrecords pertaining to a specific interval(s) when this relationship held true. Remember that the family member may also have been employed in his own right at another time and may thus be the subject of a biographical record of his own.
This is one of many data classes that take a proper name as its actual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: 01d
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:
216
218
220

300 CONTEXT: Biography CLASS NAME: TYPE OF WORK
DEFINITION: Specification of the particular process, craft or function practiced by a craftsman, who may have participated in the fabrication of objects of interest to the museum.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2:

REMARKS: See also data class 216 ff. Note that a particular craft may be associated with certain interval(s) of employment and not with others. In this event data class 300 should be relegated to one or more subrecords pertaining to the intervals when this craft was practiced by the subject.

ASSIGNED: 01d
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:
216
218
220

302 CONTEXT: Biography CLASS NAME: PAY SCALE
DEFINITION: Specification of the remuneration enjoyed by the subject during the interval(s) of employment recorded.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2:

REMARKS: See explanatory remarks under data class 216. Note that the pay scale may apply to certain interval(s) of employment and not to others. In this event, data class 302 should be relegated to the appropriate subrecord(s).

ASSIGNED: 01d
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:
216
218
220

400 CONTEXT: CLASS NAME: (UNASSIGNED TAG)
DEFINITION:
SYNTAX:

EXAMPLE<S2:

REMARKS: Tags 400 through 599 are reserved for document description, including description of published sources.

ASSIGNED:
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:

402 CONTEXT: Document CLASS NAME: CATALOGUING INSTITUTION
DEFINITION: Like data class 2, q.v.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2:

REMARKS: Unlike data class 2, data class 402 is to be entered in the normal way. It will not be inserted by GRIPHOS programs.

ASSIGNED: 5/14/73
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:
403
502

403 CONTEXT: Document (exemplar) CLASS NAME: ACQUISITION
DEFINITION: Like data class 3, q.v.
SYNTAX: Like data class 3, q.v.

EXAMPLE<S2:
Like data class 3, q.v.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
Like data class 3, q.v.

ASSIGNED: 7/74
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:
402
412
414
490
502
504

406 CONTEXT: Document (exemplar) CLASS NAME: OTHER IDENTIFICATION NUMBER
DEFINITION: Like data class 106, q.v.
SYNTAX: Like data class 106, q.v.

EXAMPLE<S2:
Like data class 106, q.v.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
Like data class 106, q.v.

ASSIGNED: 01d
NARROWER_TERM<S2:
BROADER_TERM<S2:
RELATED_DATA CLASS<ES2:

407 CONTEXT: Document CLASS NAME: RESTRICTION(S) (LEGAL)
DEFINITION: Like data class 7, q.v.
SYNTAX: Like data class 7, q.v.

EXAMPLES<S2>:
Like data class 7, q.v.
REMARKS: Like data class 7, q.v.
Restrictions pertaining only to one or more exemplar(s) should be relegated to the appropriate subrecords.

ASSIGNED: 7/74
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

411 CONTEXT: Document CLASS NAME: RECORD CLASSIFIER (PRIVATE)
DEFINITION: The cataloguing institution's signal that the record belongs to some class of records of interest to itself. The institution may classify records in any way it wishes, specifying the classification in data class 411.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:

REMARKS: Since the meaning of data class 411 is uncontrolled, this class should not be used for information that may be of interest outside the cataloguing institution.

ASSIGNED: 11/74
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

412 CONTEXT: Document (exemplar) CLASS NAME: ACQUISITION (BENEFACTOR)
DEFINITION: Like data class 12, q.v.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
Like data class 12, q.v.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: 7/74
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
403
490
494

414 CONTEXT: Document (exemplar) CLASS NAME: ACQUISITION (VENDOR)
DEFINITION: The person or organization that sold the document exemplar to its present owner.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
See data class 12.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: 7/74
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
403
490
494

430 CONTEXT: Document CLASS NAME: TITLE
DEFINITION: The title under which the document is catalogued.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:

REMARKS: Data class 430 should be used only once in a record. Alternate, variant and foreign language titles, different from the catalogued title, belong in data class 433, q.v.

ASSIGNED: 3/74
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
433

433 CONTEXT: Document CLASS NAME: TITLE (ALTERNATE)
DEFINITION: A title, other than that given in data class 430, under which the document has been catalogued in the past or published or by which it is known to others.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES<S2>:

REMARKS: A document may have any number of alternate titles. Each should be given in a separate unit. Many alternate titles differ from the title or from one another in language only.

ASSIGNED: 12/74
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
430

436 CONTEXT: Document CLASS NAME: TYPE

DEFINITION: The cataloguing institution's broadest classification of the document. See examples. — ASSIGNED: 5/14/73

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:

EXAMPLE<S2>: — BROADER TERMS<S2>:
article
bill of lading
book
clipping
deed
diary
drawing
inscription
invoice
ledger
letter
notebook
photograph
reproduction
serial
testament
MS.

REMARKS: — RELATED DATA CLASS<ES2>: 532

438 CONTEXT: Document CLASS NAME: SUBJECT (PROPER)

DEFINITION: The proper name of anything discussed, described or represented in a way the cataloguing institution considers significant enough to record. Including but not limited to names of persons, places, animals, ships buildings, ceremonies and battles. — ASSIGNED: 3/74

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>: 530, 538, 540

EXAMPLE<S2>: — BROADER TERMS<S2>:
Like data class 38, q.v.

REMARKS: Note that three separate data classes, related to data class 438 as "narrower terms," are data classes 530 (projects as subjects), 538 (persons as subjects) and 540 (organizations as subjects). — RELATED DATA CLASS<ES2>: 439, 443, 494
Since it is not yet possible to retrieve narrower terms automatically upon specification of broader terms, it is recommended that these latter tags, if used, be conjoined with tag 438.

439 CONTEXT: Document CLASS NAME: SUBJECT (PROPER (REMARKS))

DEFINITION: Additional information about the subject named in data class 438. — ASSIGNED: 3/74

SYNTAX: FREE TEXT. — NARROWER TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES

EXAMPLE<S2>: — BROADER TERMS<S2>:
Like data class 39, q.v.

REMARKS: Any additional information considered useful may be given but it should relate directly to the subject named in data class 438. Information on other topics may not be found when wanted if recorded only in data class 439. — RELATED DATA CLASS<ES2>: 438
If data class 438 has been used more than once or if it is possible that additional entries may be made in this class, then each unit of data class 439 should begin with the name of the subject discussed. Otherwise the reference will be unclear.

440 CONTEXT: Document CLASS NAME: SUBJECT (GENERIC)

DEFINITION: A topic discussed in the subject document. — ASSIGNED: 5/14/73

SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:

EXAMPLE<S2>: — BROADER TERMS<S2>:
building
fisheries
literature
politics
religion
slavery
technology
war

REMARKS: Use as many units of data class 440 as necessary to include all topics considered significant. — RELATED DATA CLASS<ES2>: 443
Use of an authority file is recommended.

443 CONTEXT: Document CLASS NAME: SUBJECT DESCRIPTION
DEFINITION: Free text description of the document's content; abstract; synopsis. ASSIGNED: 1/21/74
SYNTAX: FREE TEXT. NARROWER_TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER_TERMS<S2>:

REMARKS: RELATED_DATA CLASS<ES2>:
438
439
440
530
538
540

446 CONTEXT: Document (exemplar) CLASS NAME: DESCRIPTION (TECHNIQUE OF FABRICATION)
DEFINITION: A technique used in the fabrication of an exemplar catalogued. ASSIGNED: 3/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER_TERMS<S2>:
EXAMPLE<S2>: BROADER_TERMS<S2>:
blueprint
bound diary
handwritten/ink
letterpress
microform
typescript
voice tape
Xerox
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it. RELATED_DATA CLASS<ES2>:
447
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy. Use as many units of data class 446 as may be required to fully classify the document exemplar by technique of fabrication.

447 CONTEXT: Document (exemplar) CLASS NAME: DESCRIPTION (NATURE OF REPRODUCTION)
DEFINITION: A short statement describing kind(s) of illustration and/or reproduction in the document exemplar. ASSIGNED: 3/74
SYNTAX: FREE TEXT. NARROWER_TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER_TERMS<S2>:
Illustrated with woodcuts, printed in color, individually signed and numbered.
Illustrations by the author reproduced in half-tone.
Original gravures.
Original photographs tipped in
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it. RELATED_DATA CLASS<ES2>:
446
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy. Similar to data class 47, q.v.

452 CONTEXT: Document CLASS NAME: MODE OF TRANSMISSION
DEFINITION: If the document is a message, the method by which it was conveyed from sender to addressee or interceptor. ASSIGNED: 7/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER_TERMS<S2>:
EXAMPLE<S2>: BROADER_TERMS<S2>:
by hand
courier (concealed and in cypher)
mail (pony express)
messenger
pigeon
telegraph
REMARKS: Use of an authority table is recommended. RELATED_DATA CLASS<ES2>:
466
486

454 CONTEXT: Document CLASS NAME: LANGUAGE
DEFINITION: Like data class 54, q.v. ASSIGNED: 3/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER_TERMS<S2>:
EXAMPLE<S2>: BROADER_TERMS<S2>:
Like data class 54, q.v.
REMARKS: Data class 454 may be used to describe a document in the abstract or a document exemplar, which may not be in the same language(s) as the original. In the latter case this data class should be relegated to a subrecord pertaining to the exemplar in question. RELATED_DATA CLASS<ES2>:

462 CONTEXT: Document (exemplar) CLASS NAME: LOCATION
DEFINITION: A place where a document exemplar is normally kept. — ASSIGNED: 7/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:
EXAMPLES<S2>: — BROADER TERMS<S2>:
CHum, v6, no2, pp 67-84
See data class 62 for examples. However certain kinds of document may also be located with respect to published sources and/or bound volumes in which exemplars appear.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it. — RELATED DATA CLASS<ES2>:
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.

463 CONTEXT: Document (exemplar) CLASS NAME: CONDITION
DEFINITION: Description of the document exemplar's state of repair. — ASSIGNED: 7/74
SYNTAX: FREE TEXT. — NARROWER TERMS<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
— BROADER TERMS<S2>:
EXAMPLES<S2>:
See data classes 61 and 3610 for examples. But not all examples cited are applicable to documents.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it. — RELATED DATA CLASS<ES2>:
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.

466 CONTEXT: Document CLASS NAME: RECIPIENT (INTENDED)
DEFINITION: If the document is a message, the person or organization for which it was intended. — ASSIGNED: 5/14/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:
EXAMPLES<S2>: — BROADER TERMS<S2>:

REMARKS: If the actual recipient was other than the addressee, use data class 468, q.v. — RELATED DATA CLASS<ES2>:
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization. — 452, 468, 486, 494

468 CONTEXT: Document CLASS NAME: RECIPIENT (INTERCEPTOR)
DEFINITION: If the document is a message, the person or organization that received it instead of the addressee or intended recipient. — ASSIGNED: 7/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:
EXAMPLES<S2>: — BROADER TERMS<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization. — RELATED DATA CLASS<ES2>: 452, 466, 494

470 CONTEXT: Document CLASS NAME: AUTHOR
DEFINITION: The person or one of the group of persons who wrote the document. — ASSIGNED: 5/14/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:
EXAMPLES<S2>: — BROADER TERMS<S2>:
Like data class 70, q.v.
REMARKS: This is not the place to record the designation of an impersonal "originating authority" such as a court of law or other agency of government. See data class 570. — RELATED DATA CLASS<ES2>: 472, 474, 494, 570
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
Those who made secondary contributions to authorship should be identified in data class 472, q.v. Editors may be identified in data class 474.

472 CONTEXT: Document CLASS NAME: AUTHOR (SECONDARY)
DEFINITION: A person who made a minor contribution to writing, compilation or creation of the document. Not one of several authors, whose name happens not to have been listed first. — ASSIGNED: 3/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. — NARROWER TERMS<S2>:
EXAMPLES<S2>: — BROADER TERMS<S2>:
Like data class 70, q.v.
REMARKS: Authors whose names would ordinarily be given in a bibliography should be listed in data class 470. Editors should be named in data class 474. Signatories other than an author or editor should be named in data class 570. — RELATED DATA CLASS<ES2>: 470, 474, 494, 570
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

473 CONTEXT: Document CLASS NAME: AUTHORSHIP (REMARKS)
DEFINITION: Information relating to the writing, compilation or creation of the document. ASSIGNED: 3/74
SYNTAX: FREE TEXT. NARROWER TERM<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER TERM<S2>:

REMARKS: Any information considered useful may be given but it should relate directly to the authorship of the document. Information on other topics may not be found when wanted if recorded only in data class 473. RELATED DATA CLASS<ES2>:
470
472
474
570

474 CONTEXT: Document CLASS NAME: EDITOR
DEFINITION: A person who edited the document. ASSIGNED: 3/74
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S2>:
EXAMPLE<S2>: BROADER TERM<S2>:
Like data class 70, q.v.
REMARKS: RELATED DATA CLASS<ES2>:
470
472
473
494
570

475 CONTEXT: Document CLASS NAME: EDITION (REMARKS)
DEFINITION: Descripton of an edition or editions in which the document has been issued. ASSIGNED: 11/74
Similar to data class 75, q.v.
SYNTAX: FREE TEXT. NARROWER TERM<S2>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>: BROADER TERM<S2>:

REMARKS: If several exemplars of the document are discussed in separate subrecords, edition data may differ for the various exemplars. In this event, data class 475 should be relegated to the subrecords. RELATED DATA CLASS<ES2>:
574
578
582-584

476 CONTEXT: Document CLASS NAME: PROVENIENCE (COUNTRY OF ORIGIN)
DEFINITION: Like data class 76, q.v. ASSIGNED: 5/14/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S2>:
EXAMPLE<S2>: BROADER TERM<S2>:
Like data class 76, q.v.
REMARKS: Like data class 76, q.v. RELATED DATA CLASS<ES2>:
Origin here refers to writing, compilation, etc., i.e. to "creation," not to publication or to fabrication of the exemplar in hand. 478

478 CONTEXT: Document CLASS NAME: PROVENIENCE (PHYSICAL GEOGRAPHY)
DEFINITION: Geographical name of the place or area in which the document originated, but not the name of a present day political unit of the first order (a country - Cf. data class 476). Data class 478 may include the name of a continent, ocean, archipelago, island, valley, plateau, former country, mountain range or other geographical region. ASSIGNED: 5/14/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S2>:
EXAMPLE<S2>: BROADER TERM<S2>:
Like data class 78, q.v.
REMARKS: Like data class 78, q.v. RELATED DATA CLASS<ES2>:
Origin here refers to writing, compilation, etc., i.e. to "creation," not to publication or to fabrication of the exemplar in hand. 476

482 CONTEXT: Document CLASS NAME: HISTORY (YEAR OF ORIGIN (EARLIEST POSSIBLE))
DEFINITION: Like data class 82, q.v. ASSIGNED: 5/14/73
SYNTAX: Like data class 82, q.v. NARROWER TERM<S2>:

EXAMPLE<S2>: BROADER TERM<S2>:
Like data class 82, q.v.
REMARKS: Origin here refers to writing, compilation, etc., i.e. to "creation," not to publication or to fabrication of the exemplar in hand. RELATED DATA CLASS<ES2>:
483
484

483 CONTEXT: Document CLASS NAME: HISTORY (TIME OF ORIGIN)
DEFINITION: Like data class 83, q.v.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
Like data class 83, q.v.
REMARKS: Origin here refers to writing, compilation, etc., i.e. to "creation," not to publication or to fabrication of the exemplar in hand.

ASSIGNED: 5/14/73
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
482
484

484 CONTEXT: Document CLASS NAME: HISTORY (YEAR OF ORIGIN (LATEST POSSIBLE))
DEFINITION: Like data class 84, q.v.
SYNTAX: Like data class 82 (sic), q.v.

EXAMPLE<S>:
Like data class 82 (sic), q.v.
REMARKS: Origin here refers to writing, compilation, etc., i.e. to "creation," not to publication or to fabrication of the exemplar in hand.

ASSIGNED: 5/14/73
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
482
483

486 CONTEXT: Document CLASS NAME: DESTINATION
DEFINITION: If the document is a message, the city, town or post office at which the intended recipient (data class 466) received or was expected to receive the message, i.e. the place to which it was addressed.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Like data class 4, q.v.
REMARKS: It is usually advisable to qualify the name of a city or town with the name or abbreviation of a state, province or country, as in the examples given with data class 4.

ASSIGNED: 5/14/73
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
452
466

487 CONTEXT: Document CLASS NAME: ACTION TAKEN
DEFINITION: For an order, decree, decision, report or similar official document, the action, if any, that resulted from its issue.
SYNTAX: Action name / "by" / authority or person / date

EXAMPLE<S>:

REMARKS:

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

488 CONTEXT: Document CLASS NAME: SIGNIFICANCE (ASSOCIATED PATTERNED ACTIVITY/"TRACING")
DEFINITION: Like data class 88, q.v.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Like data class 88, q.v.
REMARKS: Like data class 88, q.v.

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
489

489 CONTEXT: Document CLASS NAME: SIGNIFICANCE
DEFINITION: Interpretive comments or quotations relating to stylistic or historical significance of the document. If comment is based upon hearsay, mention this fact.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
488
494

490 CONTEXT: Document (exemplar) CLASS NAME: HISTORY (EX-COLLECTION)
DEFINITION: A person or organization that formerly owned the document exemplar or had possession of it.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
See data classes 12 and 14 for examples.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
403
412
414
491
494

491 CONTEXT: Document (exemplar) CLASS NAME: HISTORY OF OWNERSHIP
DEFINITION: Narrative history of the document exemplar, including not only former collections named in data class 490 but also the dates and methods of transfer, as by purchase, gift, legacy, judgement, theft or confiscation.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
Like data class 91, q.v.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
490

494 CONTEXT: Document CLASS NAME: ASSOCIATION
DEFINITION: A person, animal, event, organization, vessel or the like historically associated with the document, as by use, ownership, inscription or action taken (data class 487).
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
See data class 94 for examples.
REMARKS: Often the content of data class 494 will be the same as that of a related class so that two or more tags may be conjoined.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: 10/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
412
414
438
466
468
470
472
474
489
490
491
530
538
540
570
574

495 CONTEXT: Document CLASS NAME: REFERENCE (BIBLIOGRAPHY/DOCUMENTATION)
DEFINITION: Like data class 95, q.v.
SYNTAX: Like data class 95, q.v.

EXAMPLE<S>:
Like data class 95, q.v.
REMARKS: Like data class 95, q.v.

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
499

499 CONTEXT: Document CLASS NAME: REFERENCE (RELATED DOCUMENT)
DEFINITION: Reference to another document related to the one that is the subject of the record. Common relationships include but are not limited to the following:
abstract
prior correspondence
reply
addendum
draft
revision
another deed to same property
translation from
another version.
SYNTAX: CONTROLLED TEXT. Like data class 95, q.v.

EXAMPLE<S>:

REMARKS: The format is so designed that if the related document is not already the subject of a record of its own such a record, in skeletal form, can be generated by computer program on the sole basis of the content of a single unit of data class 499.

ASSIGNED: 5/14/73
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
495

502 CONTEXT: Document (exemplar) CLASS NAME: OWNER OTHER THAN CATALOGUING INSTITUTION
DEFINITION: Like data class 102, q.v.
SYNTAX:

EXAMPLE<S>:
Like data class 102, q.v.
REMARKS: EXEMPLAR: This is one of several data classes that do not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.

ASSIGNED: 5/14/73
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
402
403

504 CONTEXT: Document (exemplar) CLASS NAME: INSURANCE VALUE
DEFINITION: Like data class 104, q.v.
SYNTAX: Like data class 104, q.v.

ASSIGNED: 7/74
NARROWER TERM<S>:

EXAMPLE<S>:
Like data class 104, q.v.

BROADER TERM<S>:

REMARKS: EXEMPLAR: This is one of several data classes that is not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
Like data class 104, q.v.

RELATED DATA CLASS<ES>:
403

530 CONTEXT: Document CLASS NAME: SUBJECT (PROPER (PROJECT))
DEFINITION: Designation of a project, e.g. the design of a building or architectural complex, which is the subject of the document.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

ASSIGNED: 5/14/73
NARROWER TERM<S>:

EXAMPLE<S>:
Seagram Tower
The _Robbie House
U.S.S. Constitution

BROADER TERM<S>:
438

REMARKS: Data class 438, q.v., is related to this data class as a "broader term." It will always, therefore, be appropriate to conjoin the two tags (438.530).

RELATED DATA CLASS<ES>:
443
494

532 CONTEXT: Document (exemplar) CLASS NAME: ADMINISTRATIVE CATEGORY (PRIMARY)
DEFINITION: When the controlling institution has divided its collection into major parts, as by source or subject, the name of the part that includes the document exemplar described.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

ASSIGNED: 7/74
NARROWER TERM<S>:

EXAMPLE<S>:
Maritime History Collection
The John D. _Doe Collection

BROADER TERM<S>:

REMARKS: EXEMPLAR: This is one of several data classes that is not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
See also remarks under data class 36.

RELATED DATA CLASS<ES>:
436

536 CONTEXT: Document (exemplar) CLASS NAME: SIZE OF LOT
DEFINITION: If the record describes a "lot" of document exemplars, description of the extent of the lot. See examples.
SYNTAX: Give number and unit.

ASSIGNED: 7/74
NARROWER TERM<S>:

EXAMPLE<S>:
1 binder
14 bundles
16 letter boxes
34 volumes
4 file drawers
7 running feet

BROADER TERM<S>:

REMARKS: EXEMPLAR: This is one of several data classes that is not describe a document, which is an abstract entity, but rather a particular exemplar, i.e. a tangible object bearing a representation of the document or some part of it.
When more than one exemplar is referenced in the same collection it is appropriate to relegate this data class to a subrecord pertaining to the individual specimen or copy.
It is recommended that an institution using this data class normalize its terminology in units the meaning of which will be reasonably well understood at least within the institution.

RELATED DATA CLASS<ES>:
550-560

538 CONTEXT: Document CLASS NAME: SUBJECT (PROPER (PERSON))
DEFINITION: A person who is a subject of the document.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

ASSIGNED: 5/14/73
NARROWER TERM<S>:

EXAMPLE<S>:
See data classes 12 and 14 for examples.

BROADER TERM<S>:
438

REMARKS: Data class 438, q.v., is related to this data class as a "broader term." It will always, therefore, be appropriate to conjoin the two tags (438.538).
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

RELATED DATA CLASS<ES>:
443
494

540 CONTEXT: Document CLASS NAME: SUBJECT (PROPER (ORGANIZATION))
DEFINITION: An organization that is a subject of the document.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.

ASSIGNED: 5/14/73
NARROWER TERM<S>:

EXAMPLE<S>:
City of _New Haven, CT.
The _Museum Computer Network, Inc.
Time, Inc.

BROADER TERM<S>:
438

REMARKS: Data class 438, q.v., is related to this data class as a "broader term." It will always, therefore, be appropriate to conjoin the two tags (438.540).

RELATED DATA CLASS<ES>:
443
494

550 - CONTEXT: Document CLASS NAME: MEASURMENTS AND COUNTERS (USER DEFINED)
560
DEFINITION:
SYNTAX: Carefully normalize all numbers.

EXAMPLE<S>:

REMARKS: These eleven data classes have been set aside for assignment by individual users to classes of numeric values (measurements, indicies, counts, etc.) of importance in their particular areas of interest. Since the use of any one of these data classes may vary from one institution to another, the values are not transferable in a meaningful way except among institutions that have agreed among themselves to use a particular class in a specified sense.

ASSIGNED: 11/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
536

570 CONTEXT: Document CLASS NAME: SIGNATORY/ISSUING AUTHORITY (OTHER THAN AUTHOR)
DEFINITION: A person who signed the document but did not write it, as a president or monarch may sign an act or edict written by others.
Or the corporation, court of law or other impersonal authority responsible for issuing the document.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
See data classes 12 and 14 for examples.
REMARKS:

ASSIGNED: 7/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
470
472
473
474
494

574 CONTEXT: Document CLASS NAME: PUBLICATION (PUBLISHER)
DEFINITION: A person or organization that published the document.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Pergamon Press
The University of Michigan Press
REMARKS: Where multiple exemplars are described it may be that different exemplars have been published by different publishers. In this case the name of the publisher may be relegated to the appropriate subrecord(s).

ASSIGNED: 3/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
475
494
578

578 CONTEXT: Document CLASS NAME: PUBLICATION (PLACE)
DEFINITION: The city, town or other political unit of the fourth order where the document was published.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Like data class 166, q.v.
REMARKS: Where multiple exemplars are described it may be that different exemplars have been published in different places. In this event the place of publication may be relegated to the appropriate subrecord(s).

ASSIGNED: 3/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
475

582 CONTEXT: Document CLASS NAME: PUBLICATION (YEAR (EARLIEST POSSIBLE))
DEFINITION: The earliest possible year of or before the Christian Era in which the document (or a particular exemplar) may have been published.
SYNTAX: Like data class 82, q.v.

EXAMPLE<S>:
Like data class 82, q.v.
REMARKS: Where multiple exemplars are described it may be that different exemplars have been published at different times. In this case the earliest possible year of publication may be relegated to the appropriate subrecord(s).
See also remark under data class 584.

ASSIGNED: 3/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
475
583
584

583 CONTEXT: Document CLASS NAME: PUBLICATION (DATE FOR DISPLAY)
DEFINITION: Any notation or remark the cataloguing institution may wish to make publicly about the publication date of the document.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS: The form of the date given in data class 583 should be the form desired on exhibition labels, in catalogue listings and in picture captions. Like data classes 83, 51, 47, 5 and many others, this data class stores a concise verbal formula for future use.

ASSIGNED: 3/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
475
582
584

584 CONTEXT: Document CLASS NAME: PUBLICATION (YEAR (LATEST POSSIBLE))
DEFINITION: The latest possible year of or before the Christian Era in which the document (or a particular exemplar) may have been published.
SYNTAX: Like data class 82 (sic), q.v.

EXAMPLE<S>:
Like data class 82 (sic), q.v.
REMARKS: Since the exact year of publication is often known, the content of data classes 582 and 584 will often be identical so that the tags may be conjoined (582.584).
See also remark under data class 582.

ASSIGNED: 3/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
475
582
583

600 CONTEXT: CLASS NAME: (UNASSIGNED TAG)
DEFINITION:
SYNTAX:

EXAMPLE<S>:

REMARKS: Tags 600 through 799 are reserved for object description in terms specific to the biological sciences.
The following tags, 601 - 607, remain unassigned.

ASSIGNED:
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

608 CONTEXT: Object (biology) CLASS NAME: 01 PHYLUM (DIVISION)
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
609 - 649

609 CONTEXT: Object (biology) CLASS NAME: 02 AUTHORITY FOR PHYLUM (DIVISION) ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
608

610 CONTEXT: Object (biology) CLASS NAME: 03 SUBPHYLUM
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
608 - 609
611 - 649

611 CONTEXT: Object (biology) CLASS NAME: 04 AUTHORITY FOR SUBPHYLUM ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
610

612 CONTEXT: Object (biology) CLASS NAME: 05 SUPERCLASS
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
608 - 611
613 - 649

613 CONTEXT: Object (biology) CLASS NAME: 06 AUTHORITY FOR SUPERCLASS ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
612

614 CONTEXT: Object (biology) CLASS NAME: 07 CLASS
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
608 - 613
615 - 649

615 CONTEXT: Object (biology) CLASS NAME: 08 AUTHORITY FOR CLASS ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
614

616 CONTEXT: Object (biology) CLASS NAME: 09 SUBCLASS
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
608 - 617
617 - 649

617 CONTEXT: Object (biology) CLASS NAME: 10 AUTHORITY FOR SUBCLASS ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
616

618 CONTEXT: Object (biology) CLASS NAME: 11 INFRACLASS
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:

BROADER TERM<S2>:

RELATED DATA CLASS<ES2>:
608 - 617
619 - 649

619 CONTEXT: Object (biology) CLASS NAME: 12 AUTHORITY FOR INFRACLASS ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
618

620 CONTEXT: Object (biology) CLASS NAME: 13 COHORT
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
608 - 619
621 - 649

621 CONTEXT: Object (biology) CLASS NAME: 14 AUTHORITY FOR COHORT ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
620

622 CONTEXT: Object (biology) CLASS NAME: 15 SUPERORDER
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
608 - 621
623 - 649

623 CONTEXT: Object (biology) CLASS NAME: 16 AUTHORITY FOR SUPERORDER ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
622

624 CONTEXT: Object (biology) CLASS NAME: 17 ORDER
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
608 - 623
625 - 649

625 CONTEXT: Object (biology) CLASS NAME: 18 AUTHORITY FOR ORDER ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:

BROADER_TERM<S>:

RELATED_DATA CLASS<ES>:
624

626 CONTEXT: Object (biology) CLASS NAME: 19 SUBORDER
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:

BROADER_TERM<S>:

RELATED_DATA CLASS<ES>:
608 - 625
627 - 649

627 CONTEXT: Object (biology) CLASS NAME: 20 AUTHORITY FOR SUBORDER ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:

BROADER_TERM<S>:

RELATED_DATA CLASS<ES>:
626

628 CONTEXT: Object (biology) CLASS NAME: 21 INFRAORDER
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:

BROADER_TERM<S>:

RELATED_DATA CLASS<ES>:
608 - 627
629 - 649

629 CONTEXT: Object (biology) CLASS NAME: 22 AUTHORITY FOR INFRAORDER ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:

BROADER_TERM<S>:

RELATED_DATA CLASS<ES>:
628

630 CONTEXT: Object (biology) CLASS NAME: 23 SUPERFAMILY
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:

BROADER_TERM<S>:

RELATED_DATA CLASS<ES>:
608 - 629
631 - 649

631 CONTEXT: Object (biology) CLASS NAME: 24 AUTHORITY FOR SUPERFAMILY ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
630

632 CONTEXT: Object (biology) CLASS NAME: 25 FAMILY
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
608 - 631
633 - 649

633 CONTEXT: Object (biology) CLASS NAME: 26 AUTHORITY FOR FAMILY ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
632

634 CONTEXT: Object (biology) CLASS NAME: 27 SUBFAMILY
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
608 - 633
635 - 649

635 CONTEXT: Object (biology) CLASS NAME: 28 AUTHORITY FOR SUBFAMILY ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
634

636 CONTEXT: Object (biology) CLASS NAME: 29 TRIBE
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
608 - 635
637 - 649

637 CONTEXT: Object (biology) CLASS_NAME: 30 AUTHORITY FOR TRIBE ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
636

638 CONTEXT: Object (biology) CLASS_NAME: 31 SUBTRIBE
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
608 - 637
639 - 649

639 CONTEXT: Object (biology) CLASS_NAME: 32 AUTHORITY FOR SUBTRIBE ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with Care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
638

640 CONTEXT: Object (biology) CLASS_NAME: 33 GENUS
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
608 - 639
641 - 649

641 CONTEXT: Object (biology) CLASS_NAME: 34 AUTHORITY FOR GENUS ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
640

642 CONTEXT: Object (biology) CLASS_NAME: 35 SUBGENUS (SECTION)
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:

BROADER_TERM<S2>:

RELATED_DATA CLASS<ES2>:
608 - 641
643 - 649

643 CONTEXT: Object (biology) CLASS NAME: 36 AUTHORITY FOR SUBGENUS (SECTION) ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
642

644 CONTEXT: Object (biology) CLASS NAME: 37 SPECIES
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
608 - 643
645 - 649

645 CONTEXT: Object (biology) CLASS NAME: 38 AUTHORITY FOR SPECIFIC ASSIGNMENT
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
644

646 CONTEXT: Object (biology) CLASS NAME: 39 INTRASPECIFIC NAME
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
608 - 645
647 - 649

647 CONTEXT: Object (biology) CLASS NAME: 40 AUTHORITY FOR INTRASPECIFIC NAME
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
646

648 CONTEXT: Object (biology) CLASS NAME: 41 INTRASPECIFIC RANK
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
SUBSPECIES
VARIETY
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
644 - 647
649

649 CONTEXT: Object (biology) CLASS NAME: 42 INTRASPECIFIC RANK (REMARKS)
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:
ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
648

684 CONTEXT: Object (biology) CLASS NAME: SKELETAL ELEMENT
DEFINITION: Indentification of faunal material as to specific bone represented.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
TIBIA
REMARKS:
ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
686
688

688 CONTEXT: Object (biology) CLASS NAME: ANATOMICAL POSITION
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
R
LEFT
REMARKS:
ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
684
686

690 CONTEXT: Object (biology) CLASS NAME: AGE AT DEATH (EARLIEST POSSIBLE)
DEFINITION:
SYNTAX: State number and unit.
EXAMPLE<S2>:
25 Y
4 M
REMARKS:
ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
692

692 CONTEXT: Object (biology) CLASS NAME: AGE AT DEATH (LATEST POSSIBLE)
DEFINITION:
SYNTAX: State number and unit.
EXAMPLE<S2>:
5 months
7 Yrs.
REMARKS:
ASSIGNED: 1973
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
690

800 CONTEXT: Site CLASS NAME: LOCATION (LATITUDE AND LONGITUDE)
DEFINITION: Specifications for data class 800 are currently under discussion. Suggestions and comments are welcome.
SYNTAX:
EXAMPLE<S2>:
REMARKS: The tag series 800 through 999, is reserved for site (place) description.
ASSIGNED: 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

802 CONTEXT: Site CLASS NAME: CATALOGUING INSTITUTION
DEFINITION: The institution where the data is the record was recorder.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Arkansas Archeological Survey
REMARKS: Unlike data class 2, data class 802 is to be entered in the usual way. It will not be inserted by GRIPHOS programs.
ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
902

804 CONTEXT: Site CLASS NAME: RECORDING STATION
DEFINITION: If the cataloguing institution (data class 802) maintains a number of permanent stations apart from its headquarters (as the Arkansas Archeological Survey does), the designation of the station originating this site record.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
AMSM
SSC
UOA
REMARKS: Use of standard terminology based upon an authority table is recommended.
ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

814 CONTEXT: Site CLASS NAME: DESCRIPTION (LANDFORM)
DEFINITION: A landform term descriptive of the site. See examples.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
bluff shelter
terrace 2
REMARKS: Use of a controlled authority table is essential. If necessary use several terms, placing each in a separate unit of data class 814. Where parts of the site are described separately it may be appropriate to relegate this data class to subrecords.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

816 CONTEXT: Site CLASS NAME: REPORTER
DEFINITION: A person who made an original or supplementary report of the site.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: In the case of multiple site reports it is advisable to place data class 816 in a subrecord pertaining to a single report, where it may be univocally associated with the reporting date, the address of the reporter, etc. Otherwise the connections among multiple entries in these data classes will be unclear.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
817
820
906

817 CONTEXT: Site CLASS NAME: REPORTER (ADDRESS)
DEFINITION: The address of the person named in data class 816.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
1307 Township Rd., Fayetteville, AR 72701
REMARKS: See remark under data class 816.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

818 CONTEXT: Site CLASS NAME: RECORDER
DEFINITION: The individual who prepared the site survey form.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
819

819 CONTEXT: Site CLASS NAME: RECORDER (ADDRESS)
DEFINITION: The address of the person named in data class 818.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS:

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

820 CONTEXT: Site CLASS NAME: DATE OF SURVEY
DEFINITION: The date the site survey was taken. Use of the word "survey" here does not imply measuring the site with surveyors' instruments but only a preliminary investigation in preparation for a site report.
SYNTAX: The day, month and year when the survey was taken. Record in the form "dd/mm/yy." If only part of the information is known, insert asterisks.
EXAMPLE<S2>:
**/11/71
04/06/26
REMARKS: See remark under data class 816.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
816
817

821 CONTEXT: Site CLASS NAME: HISTORICAL DOCUMENTATION OF SITE
DEFINITION: Historical documentation of site. See remarks.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
REMARKS: The following is quoted from Historic Resources Survey Manual, New York State Parks & Recreation, revised edition, 1974:
This should include basic dates and sources for the earliest known occupation or ownership of the site. This brief documentation should be based upon written historical records, and the sources should be given. Besides the earliest known dates for the site, later history should also be supplied.
This is not the place for full bibliographic references, which belong in data class 920, q.v.

ASSIGNED: 6/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
838
844
845
846
847
850
902
904
920

822 CONTEXT: Site CLASS NAME: DESCRIPTION (DIRECTION OF EXPOSURE)
DEFINITION: For sites with a distinct orientation, i.e. with protection from the elements on one or more sides, the direction of principal exposure.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
SW
REMARKS:

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

824 CONTEXT: Site CLASS NAME: DESCRIPTION (ELEVATION)
DEFINITION: Distance above or below sea level: number and unit.
SYNTAX: Users are free to choose their own formats. However the following is suggested for those who have not selected another notation:
sign (+ or - signifying above or below sea level)
number (Arabic numerals without punctuation)
"M" (for meters).
EXAMPLE<S>:
+4575M
+789M
-7M
REMARKS:

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

826 CONTEXT: Site CLASS NAME: LOCATION (U.S.G.S. SERIES/QUAD)
DEFINITION: Reference to a U.S.G.S. map from which site coordinates (data classes 894 & 896) have been taken.
SYNTAX: Name the series (7 1/2 minute or 15 minute) followed by the "quad." name or the map.
EXAMPLE<S>:
15 minute Albany
7 1/2 minute Voorheesville
REMARKS: See Historic Resources Survey Manual, New York State Parks & Recreation, revised edition, 1974, from which examples are drawn.

ASSIGNED: 6/74
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
894
896

828 CONTEXT: Site CLASS NAME: DATE OF VISIT TO SITE
DEFINITION: A date on which the site was visited by a surveyor, reporter or other representative of the cataloguing institution.
SYNTAX: Users may select their own formats. However the following instruction, given to the staff of the Arkansas Archeological Survey, seems appropriate for general use:
Enter date(s) shown on report as a four digit number. If a series of dates are shown give a range.
EXAMPLE<S>:
6711
6904-7111
REMARKS:

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

830 CONTEXT: Site CLASS NAME: SITE NAME
DEFINITION: The principal name by which the site is known.
SYNTAX:
EXAMPLE<S>:
REMARKS: Alternate names may be given in data class 930, q.v. It is unnecessary, therefore, to use data class 830 more than once in a record. The name given in data class 830 should be unique in the site file but may be referenced repeatedly in corresponding object or bibliography files. For this reason normalization is essential.

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
930

837 CONTEXT: Site CLASS NAME: REGISTRATION (DATE)
DEFINITION: The date on which the survey Registrar assigned a number to the site. Corresponds to the acquisition of an object or original document by a museum.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
7106 (meaning "June 1971")
REMARKS: Disregard old publications in which tag number 837 was given the name "Site Category".

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

845 CONTEXT: Site CLASS NAME: OCCUPATION (DATES (DISPLAY))
DEFINITION: A summary statement of the dates of occupation or use of the site.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: Old
NARROWER TERM<S>:

BROADER TERM<S>:

RELATED DATA CLASS<ES>:
821
844
846
847
849

846 CONTEXT: Site CLASS NAME: OCCUPATION (DATE (LATEST POSSIBLE))
DEFINITION: Like data class 84, q.v.
SYNTAX: Like data class 82 (sic), q.v.

EXAMPLE<S>:
Like data class 82 (sic), q.v.
REMARKS: See remark under data class 840.

ASSIGNED: Old
NARROWER TERM<S>:

BROADER TERM<S>:

RELATED DATA CLASS<ES>:
821
845
849

847 CONTEXT: Site CLASS NAME: OCCUPATION (DATES (AUTHORITY))
DEFINITION: Evidence, citation(s) and/or reasoning in support of information given in data classes 844 - 846.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS: Cf. remark under data class 840. If any date information has been relegated to subrecords pertaining to specific periods or levels of occupation, it may be advisable to use data class 847 in the same subrecords instead of or in addition to the root node.

ASSIGNED: Old
NARROWER TERM<S>:

BROADER TERM<S>:

RELATED DATA CLASS<ES>:
821
844
845
846
849

848 CONTEXT: Site CLASS NAME: OWNERSHIP (PUBLIC VS. PRIVATE)
DEFINITION: Public or private
SYNTAX: public or private

EXAMPLE<S>:
public or private
REMARKS: Only the two words cited (or their foreign language equivalents) are acceptable as content.

ASSIGNED: 6/74
NARROWER TERM<S>:

BROADER TERM<S>:

RELATED DATA CLASS<ES>:
851
902

849 CONTEXT: Site CLASS NAME: OCCUPATION (DATES (REMARKS))
DEFINITION: Any additional information about the time(s) of occupation or use.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS: Any information may be given that does not fit into a related data class.

ASSIGNED: Old
NARROWER TERM<S>:

BROADER TERM<S>:

RELATED DATA CLASS<ES>:
844
845
846
847

850 CONTEXT: Site CLASS NAME: OCCUPATION (PRESENT USE)
DEFINITION: Classification of the site by general nature of its present use.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Disposal
Flooded
Parking
Wildlife refuge
REMARKS: Use as many units of data class 850 as necessary to describe the present use of all significant portions of the site.

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
821
878

851 CONTEXT: Site (structure) CLASS NAME: INTERIOR ACCESSIBILITY
DEFINITION: Procedure for obtaining access to interior of standing structure(s), if any.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
By appointment with owner. Write or telephone well in advance.
REMARKS:

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
848
902
903
904
905

852 CONTEXT: Site (structure) CLASS NAME: VISIBILITY (EXTERIOR)
DEFINITION: Is the exterior of standing structure visible from a public vehicular road?
SYNTAX: Insert "yes" or "no".

EXAMPLE<S2>:
Insert "yes" or "no".
REMARKS: Insert "yes" or "no".

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

854 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (EXTERIOR FABRIC)
DEFINITION: General classification of a structure by exterior wall treatment.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
The following examples are taken from the "Building-Structure Inventory Form reproduced on page 41, Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974:
clapboard
stone
brick
board-and-batten
cobblestone
shingles
stucco
REMARKS: Use data class 8[illegible] as many times as necessary to classify all important exterior surfaces.

ASSIGNED: June 1974
NARROWER TERM<S2>:
882
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

856 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (STRUCTURAL SYSTEM)
DEFINITION: General classification of a structure by structural system. See examples.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Cast iron
Masonry bearing walls
Precast concrete
Wood frame with interlocking joints
Wood frame with light members
REMARKS: Use as many units of data class 856 as necessary to include all important structural systems. If various parts or wings exemplify different structural systems, it may be appropriate to relegate data class 856 to a subrecord.

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
882

857 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (MAJOR ALTERATIONS)
DEFINITION: Description of major alterations to a recorded structure.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
Kitchen added at rear, 1898.
Veranda on east façade enclosed, 1927.
REMARKS:

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
858

858 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (INTEGRITY)
DEFINITION: General classification of the structure's integrity. See examples.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
Moved
Moved ( ) (c. 1846) ( )
Original site
Restored
Restored ( ) (after fire, 1958) ( )
REMARKS: Use as many units of data class 858 as necessary to fully classify the structure's integrity. If various parts or wings differ in integrity, it may be appropriate to relegate data class 858 to a subrecord.

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
857

859 CONTEXT: Site (structure) CLASS NAME: RELATION OF STRUCTURE TO SURROUNDINGS
DEFINITION: Free text statement of the relationship of a described structure to other buildings, lands, activities and geographical features in its vicinity.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
REMARKS:

ASSIGNED: 2/3/75
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
864

860 CONTEXT: Site CLASS NAME: REFERENCE (PHOTO NEG. (SEARCHABLE))
DEFINITION: Index to a specific photographic negative representing the site.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
COLOR 3-456-A
Sunami 15,667
12345
REMARKS: See remarks under data class 60.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

861 CONTEXT: Site CLASS NAME: REFERENCE (PHOTO NEG(S).)
DEFINITION: Like data class 61, q.v.
SYNTAX:
EXAMPLE<S2>:
Like data class 61, q.v.
REMARKS: Like data class 61, q.v.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

862 CONTEXT: Site CLASS NAME: DESCRIPTION (EVIDENCE)
DEFINITION: General classification of the tangible evidence of the site's human use and/or occupation.
SYNTAX:
EXAMPLE<S2>:
The following examples are taken from the Archeological Site Inventory Form reproduced on page 55, Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974:
standing ruins
cellar hole without walls
surface traces visible
walls without cellar hole
REMARKS: Use as many units of data class 862 as necessary to classify all important categories of evidence.

ASSIGNED: June 1974
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
862

863 CONTEXT: Site CLASS NAME: CONDITION OF SITE
DEFINITION: General description of the site with respect to its physical condition, noting especially damage from erosion, flooding, cultivation, leveling, private excavation, building and drainage.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
CULTIVATED IN PAST; HOUSE NOW COVERS SITE
GULLY ERODING CENTER OF SITE; ROAD CUTS ACCROSS NW CORNER OF MOUND
REMARKS: Special attention should be paid to conditions bearing upon priority of the site for systematic investigation. Content of this data class may duplicate information in data class 878, threats to site.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
862
877
878

864 CONTEXT: Site CLASS NAME: DESCRIPTION (SURROUNDINGS)
DEFINITION: General classification of the site's surroundings. ASSIGNED: June 1974
SYNTAX: NARROWER TERM<S>:

EXAMPLE<S>: BROADER TERM<S>:
The following examples are taken from the Building-Structure Inventory Form (reverse) reproduced on page 42, Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974:
open land
woodland
scattered buildings
densely built-up
commercial
industrial
residential
REMARKS: RELATED DATA CLASS<ES>:

865 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (NOTABLE FEATURES OF BUILDING)
DEFINITION: Free text description of noteworthy features. The following instructions, as well as the examples given, are taken from Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974: "Mention here characteristic interior features such as wall finishes, mantlepieces, stairways, and other woodwork; important mechanical systems such as heating; lighting, plumbing and elevators; and significant collections of furniture, tools, and machinery. ASSIGNED: June 1974
SYNTAX: FREE TEXT. NARROWER TERM<S>:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>: BROADER TERM<S>:
Exterior - wooden brackets with pendants supporting overhanging roof, operator's bay window.
Interior - three sided ticket window flanked by doors in waiting room, panelling of thin vertical boards, other elements of 19th century fabric intact. Hand-operated semaphore signal.
REMARKS: RELATED DATA CLASS<ES>:
882

866 CONTEXT: Site CLASS NAME: LOCATION (CITY, TOWN, TOWNSHIP, POST OFFICE)
DEFINITION: An existing political unit of the fourth order in which the site is located. ASSIGNED: June 1974
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
See data class 166 for examples.
REMARKS: Content of data class 866 may partially duplicate that of data class 812, q.v. If a town line intersects the site boundry, follow your own institution's recording rules. The system will accept as many units of data class 866 as may be needed to record the names of all towns, etc. that include any part of the site. RELATED DATA CLASS<ES>:
808
812
868

867 CONTEXT: Site CLASS NAME: LOCATION ("VILLAGE")
DEFINITION: An existing political unit of the fifth order (subdivision of a unit named in data class 866) in which the site is situated. In some parts of the United States such fifth order political units are called "villages." ASSIGNED: June 1974
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
East Falmouth
Setauket
REMARKS: See remarks under data class 866. RELATED DATA CLASS<ES>:
808
812
866

870 CONTEXT: Site CLASS NAME: SPECIMENS (INVENTORY NUMBERS)
DEFINITION: Designation of a block of numbers assigned to materials taken from the site. ASSIGNED: June 1974
SYNTAX: Use a systematic notation compatible with the numbering conventions in use. NARROWER TERM<S>:

EXAMPLE<S>: BROADER TERM<S>:
MAI 16/1234 - 16/9321
34.56.1 - ?
75.1-5000
REMARKS: If materials have been recorded by institutions other than the present cataloging institution, it may be necessary to designate the institution as well as the number sequence. RELATED DATA CLASS<ES>:
880

872 CONTEXT: Site (structure) CLASS NAME: ARCHITECT
DEFINITION: The person to whom the design of a structure or complex is attributed.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Like data class 70, q.v.
REMARKS: If various parts, wings or elements of an architectural complex are attributed to different designers, it may be appropriate to relegate data class 872 to subrecords pertaining to separately described parts.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: June 1974
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
874

874 CONTEXT: Site (structure) CLASS NAME: BUILDER
DEFINITION: The person or firm to whom construction or supervision of construction is attributed.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Like data class 70, q.v.
REMARKS: See remark under data class 872. If builder and architect are the same, the two tags, 872.874, may, optionally, be conjoined.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: June 1974
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
872

875 CONTEXT: Site CLASS NAME: SPECIMENS (KIND & QUANTITY OF MATERIALS COLLECTED)
DEFINITION: Kind and quantity of artifacts, faunal and floral remains, etc.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
POINTS; CHIPS; SCRAPERS
11 MODENA, 5 GARY, 2 LANGTRY POINTS
114 POINTS: 1 HAYES, 23 GARY, 45 MODENA, 5 STRAIGHT STEMMED CORNER-NOTCHED ARROW POINTS;
SHERDS: BAYTOWN PLAIN, PARKIN PUNCTATE
REMARKS:

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
838
839
841
843

876 CONTEXT: Site CLASS NAME: FEATURE(S)
DEFINITION: Classification of feature of the site. See examples.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
The following examples are taken from instructions to the staff of the Arkansas Archeological Survey:
MOUND 1
BURIALS
MOUND, BURIAL
BURIAL 10
PLAZA
POST HOLES
The following examples are taken from the Building-Structure Inventory Form (reverse) reproduced on page 42, History & Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974:
barn
carriage house
garage
privy
shed
greenhouse
shop
gardens
REMARKS:

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

877 CONTEXT: Site CLASS NAME: LOCAL ATTITUDES TO SITE.
DEFINITION: The following, together with the example given, are taken from the section pertaining to historic and natural districts, Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974: "Are the buildings and open spaces well maintained or neglected? Are some portions in better condition than others? Has any group expressed interest in preservation work in the area?"
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE(S):
In general, Main Street and the residential streets south of it are well-maintained and the subject of considerable community pride. The structures on streets north of Main Street to the canal have suffered some neglect in the past, due to uncertain plans about future development of the area.
REMARKS:
ASSIGNED: June 1974
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
863
878
879

878 CONTEXT: Site CLASS NAME: THREAT(S) TO SITE
DEFINITION: Classification of forces threatening existence or integrity of the site - human, natural or both.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE(S):
The following examples are taken from Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974:
zoning
roads
developers
deterioration
REMARKS: Use as many units of data class 878 as necessary to express all percieved threats.
ASSIGNED: June 1974
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
850
863
877
879

879 CONTEXT: Site CLASS NAME: THREAT(S) TO SITE (REMARKS)
DEFINITION: Any additional information about the threat(s) listed in data class 878.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE(S):
REMARKS: Any information considered useful may be given but it should relate directly to the threat(s) listed. Information on other topics may not be found when wanted if stored only in data class 879.
ASSIGNED: June 1974
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
877
878

880 CONTEXT: Site CLASS NAME: SPECIMENS (PRESENT REPOSITORY OF MATERIALS)
DEFINITION: Designation of collections containing materials taken from the site.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE(S):
REMARKS: Include all public and private collections known to include materials from the site, using a separate unit of data class 880 for each collection.
ASSIGNED: June 1974
NARROWER TERM(S):
BROADER TERM(S):
RELATED DATA CLASS(ES):
839
870

882 CONTEXT: CLASS NAME: MATERIAL/APPLICATION
SITE (STRUCTURE)
DEFINITION: A material characteristic of the structure described, together with the designation of the part or aspect of the structure in which the material has been utilized.
SYNTAX:
EXAMPLE(S):
Fieldstone: chimney
Log, cedar: exterior
Slate: roofing
Wood, oak: wainscot
REMARKS: Use of an authority table is essential.
ASSIGNED: 2/3/75
NARROWER TERM(S):
BROADER TERM(S):
854
RELATED DATA CLASS(ES):
856
865
942

884 CONTEXT: Site CLASS NAME: LOCATION (GLOBAL REFERENCE CODE)
DEFINITION: Like data class 184, q.v., except that data class 884 describes a site rather than the origin of a movable object.
SYNTAX: Like data class 184, q.v.

EXAMPLE<S>:

REMARKS: Like data class 184, q.v., except that data class 884 describes a site rather than the origin of a movable object.

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:

890 CONTEXT: Site CLASS NAME: LOCATION (UTM COORDINATES)
DEFINITION: Site location expressed in terms of Universal Transverse Mercator coordinates. See examples, syntax and remarks.
SYNTAX: A single set of UTM coordinates in the northern hemisphere is expressed as three sets of digits separated by blanks. The first set, two digits, designates one of 60 "zones" on the surface of the earth. The second set, six digits, is called "easting." The third set, seven digits, is called "northing." All are read directly from U.S.G.S. or other maps bearing UTM "tic" marks. Do not shorten digit sets: express lead[illegible] zeroes. If the site is extensive enough to be described as an area rather than a point, give coordinates of each angle of the site boundry in clockwise sequence.
EXAMPLE<S>:
16 345678 1234567 (This example designates a point.)
16 456789 2345678 # 16 456795 2345687 (This example defines a line, as a straight section of railroad track.)
17 234567 1234567 # 17 234590 1234590 # 17 234600 1234590 # 17 234590 1234570 (This example describes an irregular quadrangle.)
REMARKS: If and only if the site consists of non-contiguous parts (such as two or more islands or an island and the tip of a peninsula), use a separate unit of data class 890 to define each part. Any one unit may contain any number of angle points, in clockwise sequence, provided only that the total length of the unit not exceed 5000 characters.

ASSIGNED: June 1974
NARROWER TERM<S>:
BROADER TERM<S>
RELATED DATA CLASS<ES>:

894 CONTEXT: Site CLASS NAME: LOCATION (U.S.G.S. COORDINATE (EAST))
DEFINITION: East United States Geological Survey coordinate.
SYNTAX: A six-digit number.

EXAMPLE<S>:

REMARKS: Derived from the appropriate U.S.G.S. quad map.

ASSIGNED: June 1974
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
809
896

896 CONTEXT: Site CLASS NAME: LOCATION (U.S.G.S. COORDINATE (NORTH))
DEFINITION: North United States Geological Survey coordinate.
SYNTAX: A six-digit number.

EXAMPLE<S>:

REMARKS: Derived from the appropriate U.S.G.S. quad map.

ASSIGNED: June 1974
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
809
894

902 CONTEXT: Site CLASS NAME: PRESENT OWNER
DEFINITION: The person, organization or agency with present title to the site.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS: If a property line intersects the site boundry or if multiple owners hold interests, follow the recording rules of your own institution. The system will accept as many units of data class 902 as necessary to record all owners.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "bibliographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
802
821
848
851
903

903 CONTEXT: Site CLASS NAME: PRESENT OWNER'S ADDRESS
DEFINITION: The address of a party listed in data class 902.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS: If multiple owners are listed, begin each unit of data class 903 with the name of the one whose address follows. Otherwise reference will be unclear.

ASSIGNED: Old
NARROWER TERM<S>:
BROADER TERM<S>:
RELATED DATA CLASS<ES>:
851
902

904 CONTEXT: Site CLASS NAME: PRESENT OCCUPANT
DEFINITION: A person or organization dwelling upon or otherwise occupying the site.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:

REMARKS: See remark under data class 902 re multiple entries.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
821
851
905

905 CONTEXT: Site CLASS NAME: PRESENT OCCUPANT'S ADDRESS
DEFINITION: The address of a party listed in data class 904.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS: See remark under data class 903 re multiple entries.

ASSIGNED: Old
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
851
904

906 CONTEXT: Site CLASS NAME: REPORTER'S SITE DESIGNATION
DEFINITION: Any combination of numbers and/or letters which the reporter has used to designate the site.
SYNTAX: Repeat the designation exactly as used by the reporter. In case of multiple reports, prefix the reporter's name to his site designation.
EXAMPLE<S>:

REMARKS:

ASSIGNED: Old
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
816

910 CONTEXT: Site CLASS NAME: SIGNIFICANCE (AREA OF)
DEFINITION: A general classification of the site by human activities associated with it - best illustrated by the examples given.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
The following examples are taken from Historic Resources Survey Manual, New York State Parks & Recreation, Division for Historic Preservation, revised edition, 1974:
agricultural
commercial
educational
governmental
industrial
landscape architecture
medical
military
recreational
religious
residential
scientific & technological
social
transportation
REMARKS: Closely related to data class 912, q.v.; but 912 represents an even broader classification.

ASSIGNED: June 1974
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
838
911
912

911 CONTEXT: Site CLASS NAME: SIGNIFICANCE
DEFINITION: Free text statement of the site's historic or scientific significance, interest or importance.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:

REMARKS:

ASSIGNED: June 1974
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
910
912

912 CONTEXT: Site CLASS NAME: SIGNIFICANCE (THEMATIC CLASSIFICATION)
DEFINITION: General classification of the site by its association with natural, historical and/or social processes. ASSIGNED: June 1974
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
Cultural contact
Geological formations
Historical tribes and cultures
Individual associations
Military/political history
Patterns of transportation
Prehistoric life
Settlement
REMARKS: Similar to data class 910 but broader. RELATED DATA CLASS<ES>:
910
911

914 CONTEXT: Site CLASS NAME: CULTURAL RESOURCE STATUS
DEFINITION: Status of the site with respect to official registration, designation, protection and/or preservation. ASSIGNED: June 1974
SYNTAX: At present only two statuses are recognized in the United States: inclusion in the National Registry and designation as a National Historic Landmark. Abbreviate as illustrated. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
NHL
NR
REMARKS: RELATED DATA CLASS<ES>:

916 CONTEXT: Site CLASS NAME: NATIONAL REGISTER CLASSIFICATION CATEGORY
DEFINITION: A broad classification required for the National Register of Historic Places. ASSIGNED: 2/3/75
SYNTAX: One of the five expressions given as examples is required. Other terms are not acceptable. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
building
district
object
site
structure
REMARKS: RELATED DATA CLASS<ES>:

920 CONTEXT: Site CLASS NAME: REFERENCE (BIBLIOGRAPHY)
DEFINITION: Like data class 95, q.v. ASSIGNED:
SYNTAX: Like data class 95, q.v. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
Like data class 95, q.v.
REMARKS: Like data class 95, q.v. RELATED DATA CLASS<ES>:

930 CONTEXT: Site CLASS NAME: SITE NAME (ALTERNATE)
DEFINITION: Any name by which the site is or has been known, other than the site name given in data class 830. ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: Use a separate unit of data class 930 for each alternate name considered important enough to record. RELATED DATA CLASS<ES>:
830

942 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (FEATURE OF STRUCTURE)
DEFINITION: Classification of some architectural feature exemplified by the structure described. ASSIGNED: 2/3/75
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
Chimney: exterior
Colonnade: Corinthian, colossal
Main entrance: fan light
Mansard
Roof: hip
Widow's walk
Windows: stained glass
REMARKS: Begin each unit with the name of the feature and, if applicable, add the name of a recognized type exemplified by that feature. RELATED DATA CLASS<ES>:
882

950 - CONTEXT: Site CLASS NAME: MEASUREMENTS AND COUNTERS (USER DEFINED)
960
DEFINITION: ASSIGNED: 2/3/75
SYNTAX: Carefully normalize all numbers. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: These eleven data classes have been set aside for assignment by individual users to classes of numeric values of interest in their particular studies. Since the use of any one of these data classes may vary from one institution to another, the values are not transferable in a meaningful way except among institutions that have agreed to use a particular data class in a specified way. RELATED DATA CLASS<ES>:
828
833
837
At least one user cataloguing historic buildings has expressed the intention of using data class 950 for "number of stories."

964 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (STYLE/MODE)
DEFINITION: The name of a recognized style or mode of construction which the structure exemplifies. ASSIGNED: 2/3/75
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
A-frame
Art Nouveau
Greek Revival
Long house
Use of an authority table is recommended.
REMARKS: RELATED DATA CLASS<ES>:

966 CONTEXT: Site (structure) CLASS NAME: DESCRIPTION (PLAN TYPE)
DEFINITION: The name of a standard shape (often a Roman capital letter) exemplified by the structure described. ASSIGNED: 2/3/75
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
octagon
H
L
U
REMARKS: RELATED DATA CLASS<ES>:

1000 CONTEXT: Accession number CLASS NAME: ACCESSION NUMBER OF THE MUSEUM OF THE AMERICAN INDIAN / HEYE FOUNDATION.
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: Tags 1000 through 2999 (as well as 66, 86, and 806) are reserved for the identification numbers of individual institutions to which each tag is assigned. RELATED DATA CLASS<ES>:

1001 CONTEXT: Accession number CLASS NAME: ASSIGNED BUT NOT IN USE.
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: May be used only by the assigned institution. RELATED DATA CLASS<ES>:

1002 CONTEXT: Accession number CLASS NAME: NATIONAL GALLERY OF ART ACCESSION NUMBER
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: May be used only by the assigned institution. RELATED DATA CLASS<ES>:

1003 CONTEXT: Accession number CLASS NAME: THE MUSEUM OF MODERN ART, DEPARTMENT OF FILM ACCESSION NUMBER
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: May be used only by the assigned institution. RELATED DATA CLASS<ES>:

1004 CONTEXT: Accession number CLASS NAME: UNIVERSITY OF WINDSOR SITE INVENTORY NUMBER
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: May be used only by the assigned institution. RELATED DATA CLASS<ES>:

1005 CONTEXT: Accession number CLASS NAME: ARKANSAS ARCHEOLOGICAL SURVEY SPECIMEN INVENTORY NUMBER
DEFINITION: ASSIGNED: Old
SYNTAX: NARROWER TERM<S>:
EXAMPLE<S>: BROADER TERM<S>:
REMARKS: May be used only by the assigned institution. RELATED DATA CLASS<ES>:

1006 CONTEXT: Accession number — CLASS NAME: ASSIGNED BUT NOT IN USE.
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1007 CONTEXT: Accession number — CLASS NAME: ASSIGNED BUT NOT IN USE.
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1008 CONTEXT: — CLASS NAME: STATE OF FLORIDA, DIVISION OF ARCHIVES, HISTORY AND RECORDS MANAGEMENT SITE NUMBER
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED:
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1009 CONTEXT: — CLASS NAME: STATE OF FLORIDA, DIVISION OF ARCHIVES, HISTORY AND RECORDS MANAGEMENT ARTIFACT NUMBER
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED:
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1010 CONTEXT: Accession number — CLASS NAME: INDIANAPOLIS MUSEUM OF ART ACCESSION NUMBER
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1011 CONTEXT: Accession number — CLASS NAME: THE MUSEUM OF MODERN ART, MIES VAN DER ROHE ARCHIVE ACCESSION NUMBER FOR DRAWINGS
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1012 CONTEXT: Accession number — CLASS NAME: THE MUSEUM OF MODERN ART, MIES VAN DER ROHE ARCHIVE ACCESSION NUMBER FOR DOCUMENTS
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1013 CONTEXT: Accession number — CLASS NAME: INTERNATIONAL MUSEUM OF PHOTOGRAPHY AT GEORGE EASTMAN HOUSE ACCESSION NUMBER
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1014 CONTEXT: Accession number — CLASS NAME: KENTUCKY MUSEUM ACCESSION NUMBER
DEFINITION:
SYNTAX:
EXAMPLE<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

1015 CONTEXT: Accession number — CLASS_NAME: ASSIGNED BUT NOT IN USE.
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1016 CONTEXT: Accession number — CLASS_NAME: YALE CENTER FOR BRITISH ART AND BRITISH STUDIES ACCESSION NUMBER
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1017 CONTEXT: Accession number — CLASS_NAME: MAINE STATE MUSEUM ACCESSION NUMBER
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1018 CONTEXT: Accession number — CLASS_NAME: ASSIGNED BUT NOT IN USE.
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: March 1974
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1019 CONTEXT: Accession number — CLASS_NAME: STATE UNIVERSITY OF NEW YORK AT STONY BROOK LIBRARY COLLECTION OF EXHIBITION CATALOGUES INVENTORY NUMBER
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: 1974
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1020 CONTEXT: Accession number — CLASS_NAME: UNIVERSITY OF ARKANSAS MUSEUM PHOTOGRAPH AND SLIDE COLLECTION INVENTORY NUMBER
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: July 1974
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

1021 CONTEXT: Accession number — CLASS_NAME: NEW YORK STATE PARKS & RECREATION, DIVISION OF HISTORIC PRESERVATION SITE NUMBER
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: May be used only by the assigned institution.
ASSIGNED: July 1974
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:

3000 CONTEXT: Object (film) — CLASS_NAME: CREDIT (CAST/ROLE)
DEFINITION: An individual person or animal credited with playing a rôle in the film, optionally conjoined with the designation of the rôle played.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
Laughton, Charles ( ) (Captain Bligh) ( )
REMARKS: It is essential that some standard delimiter be used to separate the name of the player from that of the rôle. It is recommended, too, that the rôle be set off by ellipsis ("...") so that it will not influence the sorting of players by name.
This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASSES<S2>:
1021
3086

3001 CONTEXT: Object (film) CLASS NAME: CREDIT (CAST (LIST))
DEFINITION: Transcription of the cast listing usually present in the film itself.
ASSIGNED: April 1974
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
NARROWER TERM<S2:
EXAMPLE<S2:
BROADER TERM<S2:
REMARKS:
RELATED DATA CLASS<ES2:
3000
3086

3010 CONTEXT: Object (film) CLASS NAME: TITLE (ON THE CATALOGED PRINT)
DEFINITION: Transcription of the title as shown in the film, from the specific print catalogued.
ASSIGNED: Old
SYNTAX: Transcription of the title as shown in the film, from the specific print catalogued.
NARROWER TERM<S2:
EXAMPLE<S2:
GONE WITH THE WIND
BROADER TERM<S2:
REMARKS:
RELATED DATA CLASS<ES2:
134
30
3110
33

3020 CONTEXT: Object (film) CLASS NAME: CREDIT (DIRECTION (UNIT DIRECTOR))
DEFINITION: An individual credited as a unit director.
ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
NARROWER TERM<S2:
EXAMPLE<S2:
BROADER TERM<S2:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
Use data class 3020 as many times as there are unit directors credited. Optionally append designation of unit directed as rôle may be appended to player in data class 3000.
RELATED DATA CLASS<ES2:
70
72

3024 CONTEXT: Object (film) CLASS NAME: CREDIT (DISTRIBUTOR)
DEFINITION: An individual or corporate body credited as distributor.
ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
NARROWER TERM<S2:
EXAMPLE<S2:
BROADER TERM<S2:
REMARKS:
RELATED DATA CLASS<ES2:
3026
75

3026 CONTEXT: Object (film) CLASS NAME: CREDIT (SPONSOR)
DEFINITION: An individual or corporate body credited as sponsor.
ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
NARROWER TERM<S2:
EXAMPLE<S2:
BROADER TERM<S2:
REMARKS:
RELATED DATA CLASS<ES2:
3024
3028

3028 CONTEXT: Object (film) CLASS NAME: CREDIT (WITH COOPERATION OF:)
DEFINITION: An individual or corporate body whose cooperation is acknowledged in the film titles.
ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
NARROWER TERM<S2:
EXAMPLE<S2:
BROADER TERM<S2:
REMARKS:
RELATED DATA CLASS<ES2:

3030 CONTEXT: Object (film) CLASS NAME: CREDIT (AUTHORSHIP (SCREEN WRITER))
DEFINITION: Person credited as screen writer.
ASSIGNED: Old
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
NARROWER TERM<S2:
EXAMPLE<S2:
BROADER TERM<S2:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED DATA CLASS<ES2:
3032
3034
3036
3038
3084
34

3032 CONTEXT: Object (file) CLASS NAME: CREDIT (AUTHORSHIP (DIALOGUE WRITER))
DEFINITION: Person credited as dialogue writer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
3030
3034
3036
3038
3084
34

3034 CONTEXT: Object (file) CLASS NAME: CREDIT (AUTHORSHIP (SUBTITLE WRITER))
DEFINITION: Person credited as subtitle writer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
3030
3032
3036
3038
3084
34

3036 CONTEXT: Object (file) CLASS NAME: CREDIT (AUTHORSHIP (STORY WRITER))
DEFINITION: Person credited as story writer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
3030
3032
3034
3038
3084
34

3038 CONTEXT: Object (file) CLASS NAME: CREDIT (AUTHORSHIP (ADAPTOR))
DEFINITION: Person credited as adaptor.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
3030
3032
3034
3036
3084
34

3040 CONTEXT: Object (file) CLASS NAME: CREDIT (PRODUCTION (PHOTOGRAPHY BY:))
DEFINITION: Person to whom photography is credited.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
3062
3140

3042 CONTEXT: Object (file) CLASS NAME: CREDIT (PRODUCTION (COLOR CONSULTANT))
DEFINITION: Person credited as color consultant.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:
3050

3044 CONTEXT: Object (file) CLASS NAME: CREDIT (PRODUCTION (SPECIAL EFFECTS BY:))
DEFINITION: Person to whom special effects are credited.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER TERM<S2>:
BROADER TERM<S2>:
RELATED DATA CLASS<ES2>:

3050 CONTEXT: Object (film) CLASS NAME: CREDIT (DIRECTION (ART DIRECTOR))
CREDIT (PRODUCTION (ART DIRECTOR))
DEFINITION: Person credited as art director
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:
3042
3150

3052 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (SET DESIGNER))
DEFINITION: Person credited as set designer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:

3054 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION DESIGNER)
DEFINITION: Person credited as production designer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:

3056 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (WARDROBE))
DEFINITION: Person given credit for the wardrobe.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:

3060 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (FILM EDITOR))
DEFINITION: Person credited as film editor.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:
3160

3062 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (ANIMATOR))
DEFINITION: Person credited as animator.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:
3040

3080 CONTEXT: Object (film) CLASS NAME: CREDIT (MUSIC (ARRANGER))
DEFINITION: Person credited as music arranger.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
RELATED_DATA CLASS<ES2>:
3082

3081 CONTEXT: Object (film) CLASS NAME: MUSIC (REMARKS)
DEFINITION:
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
REMARKS:
RELATED_DATA CLASS<ES2>:

3082 CONTEXT: Object (file) CLASS NAME: CREDIT (MUSIC (COMPOSER))
DEFINITION: Person credited as composer of music.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
3080

3084 CONTEXT: Object (file) CLASS NAME: CREDIT (AUTHORSHIP (LYRIC WRITER))
CREDIT (MUSIC (LYRIC WRITER))
DEFINITION: Person credited as lyric writer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
3030
3032
3034
3036
3038
3184
34

3086 CONTEXT: Object (file) CLASS NAME: CREDIT (CAST (MUSIC PERFORMER))
CREDIT (MUSIC (PERFORMER))
DEFINITION: Individual or group credited as music performer(s).
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
3000
3001
3088

3088 CONTEXT: Object (file) CLASS NAME: CREDIT (MUSIC (CONDUCTOR))
DEFINITION: Person credited as conductor of music.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
3000
3001
3086

3090 CONTEXT: Object (file) CLASS NAME: CREDIT (DIRECTION (CHOREOGRAPHER))
CREDIT (MUSIC (CHOREOGRAPHER))
DEFINITION: Person credited as choreographer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

3096 CONTEXT: Object (file) CLASS NAME: SOURCE TYPE
DEFINITION: The kind of source upon which the script is based.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
book
idea
play
REMARKS:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
134
34

3098 CONTEXT: Object (file) CLASS NAME: CREDIT (MISCELLANEOUS)
DEFINITION: Person, corporate body or animal credited in any way not appropriate to another data class.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
REMARKS:
ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:

3110 CONTEXT: Object (film) CLASS NAME: TITLE (STORAGE)
DEFINITION: Title with which film is marked in storage repository.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS:
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:
30
3010
33

3140 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (PHOTOGRAPHY (ASSISTANT PHOTOGRAPHER)))
DEFINITION: Person credited as assistant photographer.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:
3040

3150 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (ASSISTANT ART DIRECTOR))
DEFINITION: Person credited as assistant art director.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:
3050

3160 CONTEXT: Object (film) CLASS NAME: CREDIT (PRODUCTION (ASSISTANT FILM EDITOR))
DEFINITION: Person credited as assistant film editor.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:
3060

3180 CONTEXT: Object (film) CLASS NAME: CREDIT (DIRECTION (MUSIC DIRECTOR))
CREDIT (MUSIC DIRECTOR)
DEFINITION: Person credited as music director.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:

3184 CONTEXT: Object (film) CLASS NAME: MUSIC (SONG TITLE)
DEFINITION: Title of a song in the film.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS:
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:
3084

3400 CONTEXT: CLASS NAME: (UNASSIGNED TAG)
DEFINITION:
SYNTAX:
EXAMPLES<S2>:
REMARKS: The following tags, 3401 - 3469, remain unassigned.
The tag series 3400 through 3599 is reserved for object description in terms specific to ceramic materials.
ASSIGNED:
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
RELATED_DATA CLASS<ES2>:

3470 CONTEXT: Object (ceramic) CLASS NAME: GILDER
DEFINITION: A craftsman to whom the gilding of a ceramic object is attributed.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLES<S2>:
REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.
ASSIGNED: Old
NARROWER_TERMS<S2>:
BROADER_TERMS<S2>:
74
RELATED_DATA CLASS<ES2>:
3471
3472

3471 CONTEXT: Object (ceramic) CLASS_NAME: GILDER (REMARKS)
DEFINITION: Free text remarks about a person named in data class 3470.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS: Any relevant information may be given but it should relate directly to the person named in data class 3470. Information on other topics may not be found when wanted if recorded here only.
If more than one gilder is named, the content of data class 3471 should begin with the name of the person described. Otherwise the reference will be unclear.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
3470

3472 CONTEXT: Object (ceramic) CLASS_NAME: PAINTER (OF A CERAMIC PIECE)
DEFINITION: The craftsman to whom the painted decoration of a ceramic piece is attributed. Not the name of an artist (e.g. of the Classical World) whose painting(s) are of greater interest than the wares on which they may have been preserved.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:

REMARKS: This is one of many data classes that take a proper name as textual content. Remember that the name used here may appear in other records, other data classes and in a "biographical" record of its own. It is essential that the same form be used wherever reference is made to the same individual or organization.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
74
RELATED_DATA CLASS<ES2>:
3470
3473

3473 CONTEXT: Object (ceramic) CLASS_NAME: PAINTER (OF A CERAMIC PIECE (REMARKS))
DEFINITION: Free text remarks about a person named in data class 3472.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S2>:

REMARKS: Any relevant information may be given but it should relate directly to the person named in data class 3472. Information on other topics may not be found when wanted if recorded here only.
If more than one painter is named, the content of data class 3473 should begin with the name of the person described. Otherwise the reference will be unclear.

ASSIGNED: Old
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
3472

3600 CONTEXT: Object (conservation) CLASS_NAME: PRIORITY STATUS FOR CONSERVATION
DEFINITION: A code associated with an object to indicate its current priority for conservators' attention.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
0
1
2
3
4
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
63

3610 CONTEXT: Object (conservation) CLASS_NAME: STATE OF PRESERVATION
DEFINITION: Classification of an object by its state of preservation.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
fragmentary
nonperishable
REMARKS: The content of data class 3610 may have implications for the storage requirements or availability of the object for exhibition. May be the same as data class 107, q.v.

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
107
63

3660 CONTEXT: Object (conservation) CLASS_NAME: CONDITION PHOTOGRAPH X-RAY
DEFINITION: Reference to any condition photograph or X-ray.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S2>:
See data classes 60 and 61 for examples.
REMARKS:

ASSIGNED: 1973
NARROWER_TERM<S2>:
BROADER_TERM<S2>:
RELATED_DATA CLASS<ES2>:
60
61

3682 CONTEXT: Object (conservation) CLASS NAME: TREATMENT AND DATE
DEFINITION: Name of a conservation process performed, conjoined to date, yy/mm/dd.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
inpainting 57/03/15
superficial cleaning 45/12/**
REMARKS: This is not the place for discursive description of detailed conservation process.
ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
63

3699 CONTEXT: Object (conservation) CLASS NAME: REFERENCE (OBJECT)
DEFINITION: Reference to another object exemplifying similar condition(s) or requiring similar treatment.
SYNTAX: FREE TEXT.
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLE<S>:
REMARKS:
ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:
63

3800 CONTEXT: CLASS NAME: (UNASSIGNED TAG)
DEFINITION:
SYNTAX:
EXAMPLE<S>:
REMARKS: The tag series 3800 through 3999 is reserved for object description in terms specific to the geological sciences.
ASSIGNED:
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:

3802 CONTEXT: Object (geol.) CLASS NAME: SYSTEM
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Pennsylvanian
REMARKS:
ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:

3804 CONTEXT: Object (geol.) CLASS NAME: SERIES
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Morrowan
REMARKS:
ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:

3806 CONTEXT: Object (geol.) CLASS NAME: STAGE
DEFINITION:
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
Halian
REMARKS:
ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:

3856 CONTEXT: Object (geol.) CLASS NAME: DANA SYSTEM NUMBER
DEFINITION: Dana System number.
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning.
EXAMPLE<S>:
2621
294
REMARKS:
ASSIGNED: 1973
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:

4000 CONTEXT: CLASS NAME: (UNASSIGNED TAG)
DEFINITION:
SYNTAX:
EXAMPLE<S>:
REMARKS: The tag series 4000 through 4199 is reserved for object description in terms specific to collections of architectural drawings, blueprints, and such materials.
ASSIGNED:
NARROWER_TERM<S>:
BROADER_TERM<S>:
RELATED_DATA CLASS<ES>:

4002 CONTEXT: Object (arch. dwg.) CLASS NAME: TYPE
DEFINITION: Designation of one of the standard types of drawing used in the architectural practice. ASSIGNED: 1/17/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2:
EXAMPLES<S2: BROADER TERMS<S2:
elevation
perspective
plan
section
REMARKS: RELATED DATA CLASS<ES2: 4003

4003 CONTEXT: Object (arch. dwg.) CLASS NAME: TYPE (REMARKS)
DEFINITION: Free text remarks about the type of drawing named in data class 4002. ASSIGNED: 3/20/73
SYNTAX: FREE TEXT. NARROWER TERMS<S2:
See Table of Contents.
Observe with care:
III. UNIT LENGTH
VI. RESERVED and FORBIDDEN CHARACTERS and CHARACTER STRINGS
VII. UPPER and LOWER CASE (if applicable)
VIII. UNDERLINING
IX. COLUMNAR FORMAT
X. OVERSTRIKE CODES
EXAMPLES<S2: BROADER TERMS<S2:

REMARKS: Any kind of information may be given but it should relate directly to the type mentioned in data class 4002. Information on other topics may not be found when wanted if recorded here only. RELATED DATA CLASS<ES2: 4002

4004 CONTEXT: Object (arch. dwg.) CLASS NAME: STATE
DEFINITION: Designation of the state of development represented by the catalogued drawing or print. ASSIGNED: 1/17/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2:
EXAMPLES<S2: BROADER TERMS<S2:
development
presentation
shop
sketch
working
REMARKS: RELATED DATA CLASS<ES2:

4006 CONTEXT: Object (arch. dwg.) CLASS NAME: DETAIL
DEFINITION: Designation of the aspect of an architectural project represented. ASSIGNED: 1/17/73
SYNTAX: INDEXING DESCRIPTOR - use exactly the same text used elsewhere to express the same meaning. NARROWER TERMS<S2:
EXAMPLES<S2: BROADER TERMS<S2:
architectural
mechanical
structural
REMARKS: RELATED DATA CLASS<ES2:

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ANNOUNCEMENT

August 1975

Three new data classes have been defined since the appearance of the Manual for Museum Computer Network Data Preparation.

Data class 296, for biographical records, designates membership, e.g.:

R.A. 296==

meaning that the biographee is/was a Royal Academician.

Data class 138, for object records, specifies an artist's treatment of his subject matter. Examples include:

charicature 138==
erotica 138==
propaganda 138==

It has become necessary to define yet another data class for "date or origin." The Museum Computer Network has already recognized three, data class 83 for "display," data class 82 for "earliest possible year of origin" and data class 84 for "latest possible year of origin." Data classes 82 and 84 make it possible to retrieve catalog records corresponding to any desired range of dates.

These data classes, however, cannot be usefully indexed. Therefore a search on the basis of date must examine every record in its range to find those that meet its criteria. When the range is large and not restricted by other search criteria, this can be expensive.

To understand the impossibility of indexing a range of dates (or other numeric values) it is only necessary to note that the class of all objects older than 1934 includes the class of objects older than 1933, which in turn includes the class of objects older than 1932, etc. The sum of index entries (before and after) for each year in the history of the world (to some arbitrary limit) would nearly equal the whole size of the collection!

As a convenience for institutions that may need to retrieve sets of records by date range, an indexible data class has been defined.

Its tag is 188. Its sole purpose is to narrow the range of a search on the basis of dates and reduce the number of records to be examined individually. Data class 188 will be useless unless:

1 It is used consistently throughout recorded data

and

2 It is indexed.

The content consists of a list of possible centuries (required) followed by a list of possible decades (optional but convenient for collections concentrated in one or two centuries). Centuries are denoted by "a" or "b" followed immediately by a number. Capital letters may be used inter-

changeably with lower case throughout. "au" and "bu" are also acceptable meaning, respectively, "A.D. century unknown" and "B.C. century unknown." Entries are separated by commas. Therefore:

au,bu 188== or bu,au 188==

denotes an object of completely unknown date.

bu 188==

denotes an object datable before the Christian Era but not more precisely.

au 188==

denotes an object datable to the Christian Era but not more precisely.

a20,a19 188== or a19,a20 188==

denotes an object datable to the nineteenth or twentieth century.

a1,b1 188== or b1,a1 188==

denotes an object datable to the first century B.C. or the first century A.D.

Decade designations, if used, should follow century designations. They consist of the first three digits of the years of the decade. If the years have less than four digits, leading zeroes are necessary. This notation will permit a few "false drops" in the years around the birth of Christ but the economic effect of this will be negligible.

a20,192,193 188==

denotes an object datable between 1920 and 1939.

a1,b1,000,001 188==

denotes an object datable between 19 B.C. and 19 A.D.

When the data base is indexed, a comma must be included in the hashing parameter list for data class 188.

A GRIPHOS query, made through the program QUERY, to retrieve all objects that certainly originated between 1865 A.D. and 1880 A.D. would take the form:

⟨82 #⟩ +1864⟩ & ⟨84 #< +1881⟩

A request for objects that may have originated in the same interval would take the form:

⟨82 #< +1881⟩ & ⟨84 #⟩ +1864⟩

Either of the above queries will work but neither can use an index. Therefore neither is efficient or economical over a large range of records. Either of the above queries can be performed economically if data class 188 is present and indexed and if the query also includes:

⟨188 == A19⟩

which confines the search to nineteenth century objects.

If decade designations have been used consistently in the data base, the former query can be made even more efficient by the prefix:

⟨188 == 186⟩|⟨188 == 187⟩|⟨188 == 188⟩

where "|" means "or."

The program QUERY will be issued in the near future to replace all the various REQST programs. The Manual for Museum Computer Network GRIPHOS Applications, to appear late in 1975, will explain indexing, the "hashing parameter list," and the use of QUERY.

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M E M O R A N D U M

To: GRIPHOS Users

From: David Vance DV

Subject: A New Data Class

Date: January 7, 1976

Tag: 29

Context: Object

Name: Disposition (remarks (confidential))

Syntax: Free text

Definition: Any information concerning the removal of an object from the museum collection, that is considered confidential by the cataloging institution.

Remarks: Data class 29 has the same relationship to data class 27 that data class 9 has to 3. The choice between 27 and 29 is simply the museum's decision to hold the information in confidence. The choice is offered to permit dissemination of data about disposition (data class 27) without necessarily including facts the museum may prefer to hold in confidence.